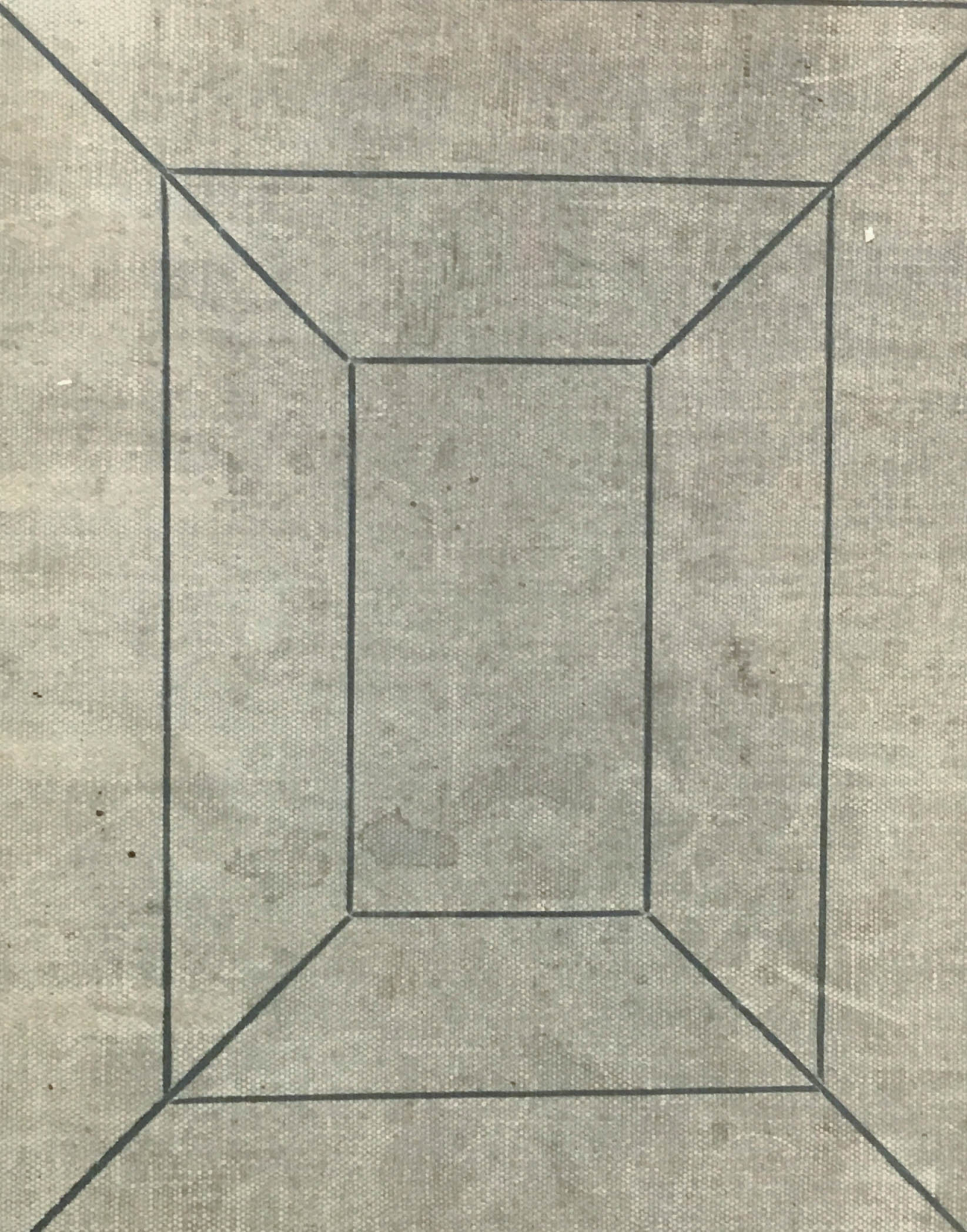


RG 104 --
8KRA-104-84-048

Records of the U.S. Mint - Denver

Treasury Department Circulars, 1873-1906



PATENT BACK
GUMMED STUB FILE.

Patented March 28th, 1876.

PATENTED OCTOBER 27th, 1876.

No.13—Letter	9x11—250 Stubs.
" 14—"	9x11—500 "
" 15—Packet Post	10x12—250 "
" 16—"	10x12—500 "
" 17—Invoice	9x13—250 "
" 18—"	9x13—500 "
" 19—"	9x15—250 "
" 20—"	9x15—500 "
" 21—Prices Current	11x15—250 "
" 22—"	11x15—500 "
" 23—Manifests	12½x17½—250 "
" 24—"	12½x17½—500 "

Other sizes made to order at short notice.

RG 104 Records of the U.S. Mint-Denver

Treasury Department Circulars
1872-1906

1 Volume

8KRA-104-84-048

Box No. Volume 1

INSTRUCTIONS CONCERNING THE DISPOSITION OF THE PROCEEDS OF SALE
OF PUBLIC PROPERTY UNDER THE FIFTH SECTION OF THE ACT OF MAY
8, 1872, AND AN ACT AMENDATORY OF SAID SECTION, APPROVED
JUNE 8, 1872.

1872.

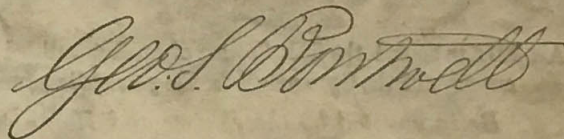
Department No. 80.

Ind't Treasury Division No. 7.

Treasury Department

The following Section of an Act entitled "An Act making appropriations for the legislative, executive, and judicial expenses of the Government for the year ending June thirtieth, eighteen hundred and seventy-three, and for other purposes," approved May 8, 1872, the opinion of the Comptroller of the Treasury as to the proper construction of its provisions, and an Act amendatory of said Section, approved June 8, 1872, are hereby published for the information of all concerned, and, in compliance therewith, all officers of the United States are instructed that the proceeds of sales of public property, of every character and description, excepting such as pertain to marine hospitals, revenue cutters, the clothing fund of the Navy, and the sale of materials, stores, or supplies to officers and soldiers of the Army, or to exploring and surveying expeditions authorized by law, which are to be disposed of in accordance with former provisions of law, must be immediately paid into the Treasury as miscellaneous receipts, without any abatement or deduction whatever, excepting the expenses of sales of military stores or supplies regularly condemned, which, under paragraph 1032, Revised Army Regulations of 1863, and the Act of June 8, 1872, are authorized to be paid from the proceeds of such sales, by being deposited to the credit of the Treasurer of the United States in general account, either at the Treasurer's own office, or at the office of one of the United States Assistant Treasurers, Designated or National Bank Depositories.

For all such deposits, certificates of deposit, in duplicate or triplicate, should be issued by the several Depositories, giving the name and official title of the depositor, and stating that they are on account of "proceeds of Government property." The bureau or office to which the property appertains should also be given on the face or back of each certificate, and an explanation of the kind and amount of property sold, and the original of these certificates should always be forwarded to the Secretary of the Treasury as soon as they shall have reached the depositories. These instructions are intended to supersede those on the same subject issued under date of May 15, 1872.



Secretary of the Treasury.

[Section 5, Act May 8, 1872.]

SEC. 5. That all proceeds of sales of old material, condemned stores, supplies, or other public property of any kind, shall hereafter be deposited and covered into the Treasury as miscellaneous receipts, on account of "proceeds of Government property," and shall not be withdrawn or applied except in consequence of a

subsequent appropriation made by law; and a detailed statement of all such proceeds of sales shall be included in the appendix to the book of estimates. But this section shall not be held to repeal the existing authority of law in relation to marine hospitals, revenue cutters, the clothing fund of the Navy, or the sale of commissary stores to the officers of the Army. And it shall be the duty of the Register of the Treasury to furnish to the proper accounting officers copies of all warrants covering such proceeds, where the same be necessary in the settlement of accounts in their respective offices. * * * *

[Opinion of the Comptroller of the Treasury.]

TREASURY DEPARTMENT,

FIRST COMPTROLLER'S OFFICE, May 13, 1872.

I have to acknowledge the receipt of your letter of the 11th instant, enclosing copy of the 5th legislative, executive, and judicial appropriation act, approved May 8, 1872. You inquire—whether this section goes into effect before the 1st of July next?

Every provision of law is of present effect, except when otherwise provided. The act, of which this is a portion, is one making appropriations for the fiscal year 1872, but its general purpose has no relation to this specific provision, and does not control it. This section neither makes nor controls the use of any appropriation contained in the act; it is independent of other provisions, and is not affected by the portion which limits the period during which appropriations can be used. I answer, therefore, that it went into effect on the approval of the bill.

Second Does it apply to the sale of new material from one Department or Bureau to another, or is it confined to old and condemned public property?

It applies to all kinds of property, old or new, condemned or uncondemned, with certain exceptions contained in the second sentence, and to sales by one Department or Bureau to another. The language is, "that all sales of old material, condemned stores, supplies, or other public property of any kind, shall hereafter be covered into the Treasury as miscellaneous receipts. The words "or other public property of any kind" are very comprehensive, and exclude the construction suggested in the question.

I do not mean to say, that when one branch of the service makes some article, as a piece of furniture, from its own material, and at its own expense, for and upon the request of another branch, that the cost must be covered in as a miscellaneous receipt.

Third. Proceeds of paper shavings sold by the Congressional Printer must be paid in under this section.

Fourth. The act says, "all proceeds of sales," &c., "or other public property," and thus embraces all receipts and all property sold. The expenses attending a sale cannot be deducted, for that would defeat

a compliance with the requirement "that all proceeds of sales" shall be paid in, &c.

I am, very respectfully,

R. W. TAYLER, *Comptroller.*

Hon. GEORGE S. BOUTWELL, *Secretary.*

AN ACT to amend the fifth Section of an Act entitled "An Act making appropriations for the legislative, executive, and judicial expenses of the Government for the year ending June thirtieth, eighteen hundred and seventy-three, and for other purposes."

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the fifth section of the Act approved May eighth, eighteen hundred and seventy-two, making appropriations for the legislative, executive, and judicial expenses of the Government for the year ending June thirtieth, eighteen hundred and seventy-three, shall not be held to apply to materials, stores, or supplies sold to officers and soldiers of the Army or to exploring or surveying expeditions authorized by law, and that said section shall not be held to repeal such part of paragraph 1032, Revised Army Regulations of eighteen hundred and sixty-three, as provides that expenses of sales of military stores or supplies regularly condemned will be paid from their proceeds.

Approved June 8, 1872.

1873.
Department No. 1.
Secretary's Office.

Treasury Department,

January 6, 1873.

The following instructions in regard to "briefing" communications, &c., are hereby promulgated, in lieu of those issued on the 15th of September, 1870, and must be strictly observed by all officials of this Department, viz: A brief of every official communication must be endorsed upon its first or upper fold, exhibiting—

1st. The place where the letter was written and the date of the communication. 2d. The name and official designation or title of the writer. 3d. A synopsis of the contents or subject of the letter.

Everything of importance must appear in the brief, as well as the names of all parties mentioned (their titles need not be given) in the communication. (See form on the back of these instructions.) In all instances where a communication occupies but half a sheet of paper, a half sheet only must be used and the brief placed thereon.

A small space at the top of the fold on which the brief is written (about three-quarters of an inch) must be left blank, and the number of enclosures given at the bottom of the same fold.

The initials on the upper left-hand corner should always be given in replying to letters from the Department.

A strict observance of these instructions will greatly facilitate the transaction of the public business with this Department.



Secretary.

Treasury Department,

WASHINGTON, D. C.,

January 6, 1873.

GEORGE S. BOUTWELL,

SECRETARY.

Instructions relative to "briefing."

Letters must be endorsed on first fold with place, date, name, title of writer, and synopsis. Brief to contain all important matter and names. Half sheets only to be used. Small space at the top to be left blank, number of enclosures at bottom. Initials to be given. Observance of instructions will facilitate public business.

No of Enclosures,

3

CIRCULAR.

EXCHANGE AND REDEMPTION OF THE MINOR COINS OF THE UNITED STATES.

1873.

Department No. 36.

Independent Treas'y Div. No. 12.

Treasury Department,

March 24, 1873.

The following provisions of law contained in the sixteenth and thirtieth sections of an act entitled "An act revising and amending the laws relative to the mints, assay offices, and coinage of the United States, approved February 12, 1873, are hereby published for the information of all whom it may concern :

SECTION 16. That the minor coins of the United States shall be a five-cent piece, a three-cent piece, and a one-cent piece, and the alloy for the five and three-cent pieces shall be of copper and nickel, to be composed of three-fourths copper and one-fourth nickel; and the alloy of the one-cent piece shall be ninety-five per centum of copper and five per centum of tin and zinc, in such proportions as shall be determined by the Director of the Mint. The weight of the piece of five cents shall be seventy-seven and sixteen-hundredths grains, troy; of the three-cent piece, thirty grains; and of the one-cent piece, forty-eight grains; which coins shall be a legal tender, at their nominal value, for any amount not exceeding twenty-five cents in any one payment.

SECTION 30. That the minor coins authorized by this act may, at the discretion of the Director of the Mint, be delivered in any of the principal cities and towns of the United States at the cost of the mint for transportation, and shall be exchangeable at par at the mint in Philadelphia, at the discretion of the Superintendent, for any coins of copper, bronze, or copper nickel heretofore authorized by law; and it shall be lawful for the Treasurer and the several Assistant Treasurers and Depositaries of the United States to redeem, in lawful money, under such rules as may be prescribed by the Secretary of the Treasury, all copper, bronze, and copper-nickel coins authorized by law when presented in sums of not less than twenty dollars; and whenever, under this authority, these coins are presented for redemption in such quantity as to show the amount outstanding to be redundant, the Secretary of the Treasury is authorized and required to direct that such coinage shall cease until otherwise ordered by him.

All persons holding copper, bronze, or copper-nickel coins heretofore authorized by law, and desiring *their exchange* for the minor coins authorized by the above, the sixteenth section of the act referred to, should present or forward the same to the Mint of the United States at Philadelphia, Pa., in sums of not less than twenty dollars, or a multiple thereof, properly assorted by denominations, advising the Superintendent of the Mint in person or by mail of the amount and kind of coin forwarded, and the amount and kind of coin desired in return, and those desiring to purchase minor coins authorized by this sixteenth section of the act of February 12, 1873, will present or forward their orders, accompanied by the necessary funds, to the Superintendent of the Mint, specifying the amount and kind wanted, and designating the principal city or town most convenient to them to which they desire such coins to be forwarded.

Persons desiring the *redemption* of minor coins, either of the old or new issue, which may from time to time accumulate in their hands, may forward them to the Mint and receive a check therefor, as provided for in Department's circular of April 12, 1871, or they may present or forward them to the office of the Treasurer, some Assistant Treasurer, or Designated Depositary of the United States, in assorted quantities similar to those prescribed in the foregoing paragraph of this circular, advising the officer to whom sent of the amount and kind of coin forwarded, and the amount and kind of lawful money desired in return.

Upon the receipt by the Superintendent of the Mint of any copper, bronze, or copper-nickel coins previously authorized by law which it is desired *to exchange* for the new minor coins authorized by the act of

Congress herein referred to, said Superintendent will carefully count and examine each parcel of coin in the order in which it is received and make the desired exchange, forwarding the new coins, at the expense of the Mint, to the party for whom they are intended, as hereinbefore provided for, and all propositions for the purchases of the new coins will be attended to in the order in which they are received. Upon the receipt by the Treasurer, the Assistant Treasurers, and Depositories of the United States, in proper assorted packages, of any of the minor coin authorized by law, old or new, which it is desired to *have redeemed*, the same care shall by them be taken, and the same order pursued in the count, examination, and redemption, as provided for in the next preceding paragraph, and payment shall be made in such kind of lawful money as the party presenting or forwarding the coin may desire.

A detailed register of exchanges, purchases, and redemptions is hereby directed to be kept in the Mint, and a register of redemptions in each office of redemption.

The expense of transportation on the old coins and the currency paid for them in case of redemption must be paid by the parties forwarding them. The new coin will be forwarded free of charge.

The offices of redemption herein referred to are as follows:

- The Superintendent of the Mint of the United States, Philadelphia, Pa.
- The Treasurer of the United States, Washington, D. C.
- The Assistant Treasurer of the United States, Boston, Mass.
- The Assistant Treasurer of the United States, New York City, N. Y.
- The Assistant Treasurer of the United States, Philadelphia, Pa.
- The Assistant Treasurer of the United States, St. Louis, Mo.
- The Assistant Treasurer of the United States, Charleston, S. C.
- The Assistant Treasurer of the United States, New Orleans, La.
- The Assistant Treasurer of the United States, Cincinnati, Ohio.
- The Assistant Treasurer of the United States, Chicago, Illinois.
- The Assistant Treasurer of the United States, San Francisco, Cal.
- The Assistant Treasurer of the United States, Baltimore, Md.
- The United States Depositary, Buffalo, N. Y.
- The United States Depositary, Louisville, Ky.
- The United States Depositary, Pittsburg, Pa.
- The United States Depositary, Santa Fé, N. M.
- The United States Depositary, Tucson, Arizona.

WM. A. RICHARDSON,
Secretary of the Treasury.

C I R C U L A R .

1873.

Department No. 40.

Stationery and Printing Division.

Treasury Department,

Washington, March 28, 1873.

To Officers and Clerks of the Treasury Department and others:

The Act of January 31, 1873, to abolish the franking privilege, enacts "That the franking privilege be, and the same hereby is, abolished from and after the first day of July, 1873, and that thenceforth all official correspondence of whatever nature, and other mailable matter, sent from or addressed to any officer of the Government or person now authorized to frank such matter, shall be chargeable with the same rates of postage as may be lawfully imposed upon like matter sent by or addressed to other persons."

Section 4 of the act making appropriations to supply deficiencies in the appropriations for the service of the Government for the fiscal year ending June 30, 1873, and for other purposes, approved March 3, 1873, makes an appropriation for the purchase of postage stamps for the Treasury Department for the fiscal year ending June 30, 1874, and provides that the Postmaster General shall cause to be prepared a special stamp or stamped envelope to be used only for official mail matter, for each of the Executive Departments; and that the said stamps or stamped envelopes shall be supplied by the proper officers of the said Departments to all persons under its direction requiring the same for official use.

In compliance with the provisions of this section, and to enable officers and clerks of this Department, or under its direction and control, to comply with the requirements of the first-named act, official postage stamps, prepared by the Postmaster General for the use of the Treasury Department, will be furnished to officers of the Department upon requisition, addressed to the Secretary of the Treasury, to be used only for official purposes from and after the first day of July, 1873.

The following officers may order stamps for the use of their respective offices, and will provide for their safe-keeping, and see that they are used only as contemplated by the act above quoted; and will report to the Secretary of the Treasury monthly, on the first day of each month, the amount of stamps of each denomination used during the preceding month, and the amount of each denomination on hand at the close of business on the last business day of said month, viz:

Heads of Bureaus in the Treasury Department, and Chiefs of Divisions in the Office of the Secretary of the Treasury, and the Officers of Customs at New York, viz., Collector, Naval Officer, Surveyor, Appraiser, and United States General Appraiser, monthly. Superintendent of the Coast Survey, United States Assistant Treasurers at New York, Boston, Philadelphia, Baltimore, New Orleans, Saint Louis, Cincinnati, Chicago, and San Francisco; Officers of Customs, viz., Collector, Naval Officer, Surveyor, Appraiser, and United States General Appraiser at Boston, Philadelphia, Baltimore, New Orleans, and San Francisco, quarter-yearly. Collectors or other Chief Officers of Customs at all the ports of the United States not named above; all Assistant Treasurers not named above, and Designated Depositaries, Supervisors and Collectors of Internal Revenue and Internal Revenue Agents, Chief Officer at the Mint and branches, Light-house Engineers and Inspectors, Supervising and Local Inspectors of Steam-Vessels—the latter through the Supervising Inspector for his approval; Officers of the Revenue Marine, through the Collector or Chief Officer of Customs at the port nearest to their stations; Superintendents of Life-Saving Service, for the use of their offices and the stations under their charge; and Surgeons of Marine Hospitals, through the Collector or Chief Officer of Customs at the port where the hospital is located, semi-annually.

Stamps will be furnished in the following denominations, viz., one, two, three, six, seven, ten, twelve, fifteen, twenty-four, thirty, and ninety-cent; and officers will state in their requisitions the specific quantity or amount of each denomination required for the periods above named, and will avoid making supplemental requisitions so far as possible.

Each separate package or parcel of mail matter should be weighed and the proper amount of stamp affixed; but in no case should written and printed matter be sent in the same parcel, as that will subject the whole to letter postage; and officers and others using these stamps will carefully inform themselves of the laws and regulations of the Post Office Department in force relating to this subject.

Letter scales will be furnished or authorized, when needed, on application to this Department.

WM. A. RICHARDSON,

Secretary of the Treasury

Treasury Circular #40
Reg. to be made for P.O. Stamps.

5

REGULATIONS FOR THE RECEIPT AND DISBURSEMENT OF THE COIN OF THE UNITED STATES, UNDER THE PROVISIONS OF THE COINAGE ACT OF 1873.

1873.

Department No. 42.

Independent Treasury Div. No. 13.

Treasury Department,

April 1, 1873.

The following provisions of the act entitled "An act revising and amending the laws relative to the mints, assay offices, and coinage of the United States," and known as the Coinage Act of 1873, are hereby published for the information of all whom it may concern :

SECTION 14. That the gold coins of the United States shall be a one-dollar piece, which, at the standard weight of twenty-five and eight tenths grains, shall be the unit of value; a quarter-eagle, or two-and-a-half-dollar piece; a three-dollar piece; a half-eagle, or five-dollar piece; an eagle, or ten-dollar piece; and a double-eagle, or twenty-dollar piece. And the standard weight of the gold dollar shall be twenty-five and eight tenths grains; of the quarter-eagle, or two-and-a-half dollar piece, sixty-four and a half grains; of the three-dollar piece, seventy-seven and four-tenths grains; of the half-eagle, or five-dollar piece, one hundred and twenty-nine grains; of the eagle, or ten dollar piece, two hundred and fifty-eight grains; of the double-eagle, or twenty-dollar piece, five hundred and sixteen grains; which coins shall be a legal tender in all payments at their nominal value when not below the standard weight and limit of tolerance provided in this act for the single piece, and, when reduced in weight below said standard and tolerance, shall be a legal tender at valuation in proportion to their actual weight; and any gold coin of the United States, if reduced in weight by natural abrasion not more than one-half of one per centum below the standard weight prescribed by law, after a circulation of twenty years, as shown by its date of coinage, and at a ratable proportion for any period less than twenty years, shall be received at their nominal value by the United States Treasury and its officers, under such regulations as the Secretary of the Treasury may prescribe for the protection of the government against fraudulent abrasion or other practices; and any gold coins in the treasury of the United States reduced in weight below this limit of abrasion shall be recoined.

For the guidance of public officers and others, a table has been prepared and inserted in Mint circular No. 1, showing the standard and least current weight of all gold coins of the United States, in single pieces and quantities of 100, 500, 1,000, and 5,000 dollars, with due reference to the date of coinage, which are made a legal tender at their nominal value and which may be received as such; but as a practical and safe construction of these provisions of law will not permit the indiscriminate receipt, by customs officers and others, at a valuation in proportion to their weight, of coins which fall below the legal limit as to weight and tolerance, with due reference to the date of coinage, (and yet such coins are made a legal tender at such valuation,) all such officers are hereby directed to receive them when presented in payment of public dues, giving a conditional receipt therefor showing their nominal and estimated value in the aggregate, and, after registering the amount in a book to be kept for that purpose, forwarding it to the United States Mints at Philadelphia, Pa., and San Francisco, Cal., whichever is nearest and most convenient, with a statement as to the person from whom, and on what account, said coins were received.

Upon the receipt of such coins at the Mints herein designated, the Superintendents thereof, respectively, will, at once, ascertain their true value, and deposit from the bullion fund of their offices with the United States Assistant Treasurers in said cities, in the name of the officer forwarding them, and on account of the proper source, an amount equal to such value of coins of legal weight; forwarding the entire sets of certificates of deposit, to be issued by the said Assistant Treasurers in duplicate, to said officer; the depreciated coin to take the place in the bullion fund of that deposited, and to be recoined at the earliest practicable moment. Upon the receipt of the certificates of deposit the original will be disposed of as usual and the duplicate handed to the person who paid the coin.

In receiving coin of this description, however, customs officers will, in no case, allow importations to be withdrawn until the certificates of deposit therefor shall have reached them. No coin of less than the least current weight will hereafter be permitted to be disbursed by any Government officer.

WM. A. RICHARDSON,
Secretary of the Treasury.

1873.

Department No. 1.

Secretary's Office.

Treasury Department,

January 6, 1873.

The following instructions in regard to "briefing" communications, &c., are hereby promulgated, in lieu of those issued on the 15th of September, 1870, and must be strictly observed by all officials of this Department, viz: A brief of every official communication must be endorsed upon its first or upper fold, exhibiting—

1st. The place where the letter was written and the date of the communication. 2d. The name and official designation or title of the writer. 3d. A synopsis of the contents or subject of the letter.

Everything of importance must appear in the brief, as well as the names of all parties mentioned (their titles need not be given) in the communication. (See form on the back of these instructions.) In all instances where a communication occupies but half a sheet of paper, a half sheet only must be used and the brief placed thereon.

A small space at the top of the fold on which the brief is written (about three-quarters of an inch) must be left blank, and the number of enclosures given at the bottom of the same fold.

The initials on the upper left-hand corner should always be given in replying to letters from the Department.

A strict observance of these instructions will greatly facilitate the transaction of the public business with this Department.

Geo. S. Bonnell
Secretary.

"Official."

Chief Clerk.

Treasury Department,

WASHINGTON, D. C.,

January 6, 1873.

GEORGE S. BOUTWELL,

SECRETARY.

Instructions relative to "briefing"

Letters must be endorsed on first fold with place, date, name, title of writer, and synopsis. Brief to contain all important matter and names. Half sheets only to be used. Small space at the top to be left blank, number of enclosures at bottom. Initials to be given. Observance of instructions will facilitate public business.

No of Enclosures,

7

CIRCULAR TO OFFICERS AND CLERKS OF THE TREASURY DEPARTMENT
AND OTHERS, RELATIVE TO THE FURNISHING AND USE OF OFFI-
CIAL POSTAGE STAMPS, LETTER SCALES, &c.

1873.

Department No. 106.

Stationery and Printing Division.

Treasury Department,

Washington, July 29, 1873.

The Act of January 31, 1873, to abolish the franking privilege, enacts "That the franking privilege be, and the same hereby is, abolished from and after the first day of July, 1873, and that thenceforth all official correspondence of whatever nature, and other mailable matter, sent from or addressed to any officer of the Government or person now authorized to frank such matter, shall be chargeable with the same rates of postage as may be lawfully imposed upon like matter sent by or addressed to other persons."

Section 4 of the act making appropriations to supply deficiencies in the appropriations for the service of the Government for the fiscal year ending June 30, 1873, and for other purposes, approved March 3, 1873, makes an appropriation for the purchase of postage stamps for the Treasury Department for the fiscal year ending June 30, 1874, and provides that the Postmaster General shall cause to be prepared a special stamp or stamped envelope to be used only for official mail matter, for each of the Executive Departments; and that the said stamps or stamped envelopes shall be supplied by the proper officers of the said Departments to all persons under its direction requiring the same for official use.

I. In compliance with the provisions of this section, and to enable officers and clerks of this Department, or under its direction and control, to comply with the requirements of the first-named act, official postage stamps, prepared by the Postmaster General for the use of the Treasury Department, will be furnished to officers of the Department upon requisition, addressed to the Secretary of the Treasury, to be used only for official purposes by such officers—but in no case by private persons—from and after the first day of July, 1873.

These stamps are to be used on all official correspondence of whatever nature, and other official mail matter, whether addressed to officers lately entitled to the franking privilege, to other officers of the Government who had not that privilege, or to private persons on official business; thus entirely doing away with the use of the ordinary postage stamp for official purposes; except that when calling upon *private and disinterested* persons for information which may be necessary to protect the interests of the Government, officers of the Department will inclose in the letter calling for such information, ordinary postage stamps sufficient to prepay postage on the reply. Stamps for this purpose will be furnished on application to the Secretary of the Treasury; but they should not be ordered on the same form with official stamps.

II. The following officers may order stamps for the use of their respective offices, and will provide for their safe-keeping, and see that they are used only as contemplated by the act above quoted; and will report to the Secretary of the Treasury monthly, on the first day of each month, the amount of stamps of each denomination used during the preceding month, and the amount of each denomination on hand at the close of business on the last business day of said month, viz:

OFFICERS WHO MAY ORDER MONTHLY.

1. Heads of Bureaus in the Treasury Department.
2. Chiefs of Divisions in the Office of the Secretary of the Treasury.
3. Officers of Customs at New York, viz: Collector, Naval Officer, Surveyor, Appraiser, and United States General Appraiser.

QUARTERLY.

1. Superintendent of the Coast Survey.
2. All United States Assistant Treasurers.
3. Officers of Customs, viz: Collector, Naval Officer, Surveyor, Appraiser, and United States General Appraiser at Boston, Philadelphia, Baltimore, New Orleans, and San Francisco.

SEMI-ANNUALLY.

1. Collectors or other Chief Officers of Customs at all the ports of United States not named above.
2. Designated Depositaries.
3. Supervisors and Collectors of Internal Revenue and Revenue Agents.
4. Superintendents or other Chief Officers of Mints and Assay Offices.
5. Light-House Engineers and Inspectors.

6. Supervising and Local Inspectors of Steam-vessels, the latter through the Supervising Inspector for his approval.

7. Commanders of Revenue Vessels, through the Collector or Chief Officer of Customs at the port nearest to their stations.

8. Inspector and Superintendents of Life-Saving Service, for the use of their offices and the stations under their charge.

9. Surgeons of Marine Hospitals, through the Collector or Chief Officer of Customs at the port where the hospital is located.

10. Superintendents of the Construction and Repairs of Public Buildings.

11. Custodians of Public Buildings who are not Officers of the Treasury Department; and

12. Special Agents of the Treasury Department.

Collectors and other Officers of Customs, and Collectors of Internal Revenue, should include in their requisitions the stamps required by their deputies and other assistants in the transaction of their official duties.

III. Stamps will be furnished in the following denominations, viz., one, two, three, six, seven, ten, twelve, fifteen, twenty-four, thirty, and ninety-cent; and officers will state in their requisitions the specific quantity or amount in numerals of each denomination required for the periods above named, and will avoid making supplemental requisitions so far as possible.

Each separate package or parcel of mail matter should be weighed and the proper amount of stamps affixed; but in no case should written and printed matter be sent in the same parcel, as that will subject the whole to letter postage.

IV. The rates of domestic postage are as follows:

Letters, 3 cents for every $\frac{1}{2}$ ounce or fraction thereof.

Printed matter, including Blanks, Blank Books, Charts, &c., 1 cent for every 2 ounces or fraction thereof.

Printed books, 2 cents for every 2 ounces or fraction thereof.

Packages of printed matter mailed by officers of the Department may be sealed, and will require printed-matter postage only, if certified that they contain no written matter.

Packages of official matter may be sent by mail without limit as to weight; but where the postage on such packages largely exceeds the sum charged by an express company for the same service, officers of this Department, in their discretion, are authorized to send by express or other mode of transportation.

Private persons applying for the official publications of the Department should be required to forward stamps or money to prepay postage.

The 15-cent Official Postage Stamp should be used in payment of the registry fee on all registered mail matter: *Provided*, That all letters or packages containing fractional or other currency of the United States sent by mail to the Treasurer of the United States for redemption, and all letters or packages sent by the Treasurer of the United States containing new currency returned for currency redeemed, shall be registered without payment of registry fee as heretofore.

V. Stamped Envelopes and Postal Cards will not be furnished, nor will Stamps be furnished to National Banks acting as Depositaries.

VI. Letter Scales will be furnished, when needed, on application to this Department, and should be ordered on the same requisition with stamps, in the column for remarks. The sizes of Scales are from $\frac{1}{4}$ ounce to 8, 12, and 34 ounces, and 4 and 6 pounds.

VII. The instructions in Circular Letter dated May 9, 1873, directing Internal Revenue Officers to forward their requisitions for Official Postage Stamps to the Commissioner of Internal Revenue, are hereby revoked, and all communications or reports in reference to stamps or scales will be sent direct to the Secretary of the Treasury.

VIII. All requisitions should be made strictly in accordance with the above directions. Letters of advice accompanying requisitions and reports are unnecessary, as, when made out correctly, they explain themselves.

Officers entitled to order monthly should in all cases send in their requisitions at least ten days, and all other officers at least twenty days, before the stamps are required for use.

IX. All instructions or regulations heretofore issued on this subject, which in any manner conflict with these regulations, are hereby revoked.

Wm A. Richardson.

Secretary.

8

CIRCULAR RELATIVE TO OFFICIAL POSTAGE STAMPS.

1874.

Department No. 8.
Stationery and Printing Division.

Treasury Department,

Washington, January 21, 1874.

The provision in Department Circular No. 106, of July 29, 1873, authorizing Officers of this Department to send packages of official matter by express when the cost by this mode of transmission is less than the amount required for postage, is hereby revoked, and, hereafter, all such matter should be sent by mail, and the postage thereon prepaid with Official Stamps.

Officers making requisition for the ordinary postage stamp, in accordance with Section 1, Circular No. 106, must state explicitly the necessity that exists for such stamps, and make monthly reports of the amount used and on hand, on the form provided for the Official Stamp Reports.

The registry fee has been reduced from fifteen cents to eight cents.

Officers are again reminded to forward all communications in reference to stamps or scales, including requisitions for blanks, stamps, and scales, receipts, and reports of stamps used, transferred, or on hand, *direct* to the Secretary of the Treasury.

Wm. A. Richardson,

Secretary.

Treasury Department,

Washington, D. C., February 1, 1874.

To _____

Disbursing Agent.

Sir:

The attention of the Department has been called to the fact that some of the Disbursing Agents appointed to disburse the funds appropriated for the construction of public works under the control of this Department, are in the habit of procuring the signatures of the workmen to the pay-roll before the respective amounts due to each have been entered thereon.

I have to call your attention to the fact that such practice is illegal and in direct violation of your instructions. The signature of the mechanic or laborer must not be affixed, or be required, until the full amount for the period covered by the pay-roll due to each person is stated thereon; and such person must, in each case, have the opportunity of satisfying himself as to the amount credited to him on such roll, before his signature or mark is required. Any deviation from this rule in the future will be considered by the Department as a proper cause for removing the Disbursing Agent.

Very respectfully,

WM. A. RICHARDSON,
Secretary.

Monday, 1st 1894.

Regulations in relation to
disbursement of money
to workmen

CIRCULAR RELATING TO TELEGRAPHING.

1874.
Department No. 104.
Secretary's Office.

Treasury Department,

Washington, D. C., October 28, 1874.

To secure greater economy in the expenses of Telegraphing, which is desirable in view of the limited appropriations available for that purpose, all officers of the Department are directed to use the telegraph *only on important business*, or in cases of urgent necessity, and when the matter in hand cannot be accomplished with the necessary dispatch through the mails.

All telegrams sent by officers in their own personal interest, or in that of any employé, or by private parties, must be prepaid; and all telegraphic replies thereto will be sent at the expense of the party receiving the same.

B. H. Brinton

Secretary.

Oct. 28th 1874

Relating to Telegraphing.

CIRCULAR RELATING TO DEFICIENCIES IN APPROPRIATIONS.

1874.
Department No. 65.
Warrant Division No. 4.

Treasury Department,

Washington, July 18, 1874.

Your attention is respectfully called to the seventh section of the Act of July 12, 1870, (16 Stat., 251,)

viz:

"That it shall not be lawful for any department of the Government to expend in any one fiscal year any sum in excess of appropriations made by Congress for that fiscal year, or to involve the Government in any contract for the future payment of money in excess of such appropriations."

Congress, in making the appropriations for the service of the current fiscal year, having determined what amounts of money may be expended by this Department, a strict observance of the requirements of the law above quoted is enjoined upon its officers and employés.

B. H. Bristow

Secretary.

Approbation

12
CIRCULAR RELATING TO ALLOWANCES FOR TRAVELING EXPENSES.

1874.

Department No. 74.

Secretary's Office.

Treasury Department,

Washington, August 1, 1874.

The following provisions of the Act entitled "An Act making appropriations for the support of the Army for the fiscal year ending June thirtieth, one thousand eight hundred and seventy-five, and for other purposes," approved June 16, 1874, is hereby published for the information and guidance of the officers and employés of this Department:

"Provided, That only actual traveling expenses shall be allowed to any person holding employment or appointment under the United States, and all allowances for mileages and transportation, in excess of the amount actually paid, are hereby declared illegal; and no credit shall be allowed to any of the Disbursing Officers of the United States for payments or allowances in violation of this provision."

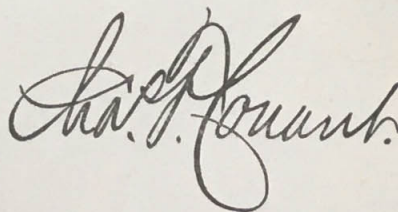
In accordance with the foregoing provision, persons traveling upon the official business of this Department will hereafter be allowed their "actual traveling expenses" usual and essential to the ordinary comfort of travelers, embraced in the following items of expenditure:

I. Actual fares on railroads, steamboats, and other vessels, by the shortest practicable route, the hire of special transportation where there are no regular means of conveyance, street-car, or omnibus, or transfer-coach fare to and from depots and hotels, and, where there are no such conveyances, moderate and necessary hack-hire, and reasonable fees to porters and expressmen.

II. Sleeping-car fare for one double berth for each person, or customary stateroom accommodation on steamboats and other vessels, one seat in parlor car, and lodgings and actual board in hotels at a rate not greater than five dollars per day. Hotel bills and receipts will be taken in all cases where it is practicable to obtain them, and accompany the account as a voucher.

No charge will be allowed for hotel bills when the detention is unnecessary for the performance of the duties for which travel is required.

An affidavit that the account is just and true in all respects, and that the expenses charged therein were actually and necessarily incurred, must accompany each bill. In all cases the account must contain the items of expenditure; and a copy of the order under which the travel was made must accompany it.



Acting Secretary.

*Circular Relating to
Travelling Expenses*

CIRCULAR IN RELATION TO SILVER BULLION AND COINS.

1875.

Department No. 18.

Mint Bureau No 1.

Treasury Department,

OFFICE OF THE DIRECTOR OF THE MINT.

Washington, February 18, 1875.

The provision contained in the Coinage Act of 1873, that silver coins of the denominations of half and quarter-dollars and dimes be paid at the Mint in Philadelphia and the Assay Office in New York City for silver bullion purchased for such coinage, expired by limitation on the 13th instant.

Such coins will not, therefore, be issued hereafter in payment for silver bullion deposited or purchased at the several Mints or the Assay Office in New York, but will be exchanged for gold coins at par in sums of not less than one hundred dollars.

Silver bullion may be deposited as heretofore for bars or trade dollars.

Silver bullion separated from gold deposits will be paid for in gold coin at such valuation as may be established from time to time by the Director of the Mint.

For the present, and until further notice, such silver will be paid for at the rate of one dollar and twelve and one-half cents (\$1.12½) per standard ounce.

Silver coins, other than the trade dollar, are manufactured on account of the Government only, and the silver bullion required for that purpose will be purchased, when needed, by the Superintendents of the Mints at Philadelphia, San Francisco, and Carson City, and the Assay Office at New York, with the approval of the Director as to price, terms, and quantity.

H. R. LINDERMAN,

Director of the Mint.

To Alfred Bullion Penny.

Feb'y. 1875.

14
CIRCULAR IN RELATION TO POWERS OF ATTORNEY.

1875.

Department No. 45.

Warrant Division No. 1.

Treasury Department,

April 16, 1875.

The attention of officers of this Department, and of persons prosecuting claims before it, is called to section 3477 of the Revised Statutes, as follows:

"All transfers and assignments made of any claim upon the United States, or of any part or share thereof, or interest therein, whether absolute or conditional, and whatever may be the consideration therefor, and all powers of attorney, orders, or other authorities for receiving payment of any such claim, or of any part or share thereof, shall be absolutely null and void, unless they are freely made and executed in the presence of at least two attesting witnesses, after the allowance of such a claim, the ascertainment of the amount due, and the issuing of a warrant for the payment thereof. Such transfers, assignments, and powers of attorney must recite the warrant for payment, and must be acknowledged by the person making them before an officer having authority to take acknowledgments of deeds, and shall be certified by the officer; and it must appear by the certificate that the officer, at the time of the acknowledgment, read and fully explained the transfer, assignment, or warrant of attorney to the person acknowledging the same."

The order of the Department of March 19, 1874, relating to powers of attorney, is hereby revoked, and the following adopted in lieu thereof:

The Treasury Department will hereafter recognize and act upon the rule of law, that to constitute a power coupled with an interest, there must be an interest in the thing itself, and not merely in that which is produced by the exercise of the power. An interest in a claim to the extent of a fee contingent upon success, is not, therefore, such an interest as will prevent a principal from revoking a power.

In all cases, drafts for the proceeds of claims will be made to the order of the claimant, and will be delivered to the claimant or to an attorney having the latest valid power authorizing him to receive it.

B. H. Britton

Secretary.

CIRCULAR IN RELATION TO POWERS OF ATTORNEY

Treasury Department

1875
Department No. 12
Washington, D. C.

The attention of officers of this Department, and of persons possessing special powers of attorney, is called to

section 3177 of the Revised Statutes as follows:

~~Section 3177 of the Revised Statutes as follows:~~
~~Relating to powers of attorney.~~
~~For creating executed.~~
Powers of Attorney
April 16th 1875.
27th 1874.

W. B. Brewster

1875.

Department No. 105.

Supervising Architect's Office.

Treasury Department,

Washington, D. C., August 7, 1875.

SIR:

I. The Department being advised that certain Custodians assume authority to transfer furniture, fixtures, &c., from one office to another, (contrary to the Regulations of this Department, rendering it impracticable to keep a correct record of the same,) you are hereby informed that strict conformity to the Regulations will be required of Custodians, and such transfers must not, under any circumstances, be made unless previously authorized by this Department.

II. Department Circular of May 8, 1869, is modified in the following particular, viz: You will be required to render semi-annual returns to the Supervising Architect, instead of quarterly as heretofore—the first return to be made on December 31, 1875.

III. You will mail your returns promptly on the 1st of January and 1st of July of each year.

B. H. Britton

Secretary of the Treasury.

To

*J. F. L. Schirmer, Esq., Custodian, assay office
Denver.*

Col.

Aug 7th 1878.

Furniture and fixtures
not to be transferred
from one office to an
other

CIRCULAR TO OFFICERS, AGENTS, AND EMPLOYÉS OF THE TREASURY
DEPARTMENT RELATIVE TO THE USE OF INKS.

1875.
Department No. 127.
Secretary's Office.

Treasury Department,

Washington, September 16, 1875.

It having come to the notice of this Department that many of its officers and employés are in the habit of using volatile and unstable inks on official records, and in the preparation of official correspondence, a practice which must result in serious consequences to the public service by the fading out and destruction of important records:

It is therefore ordered, that no inks, or substitutes for inks, shall hereafter be used by officers or employés of this Department, except such as are furnished or authorized by the Department.

Blue ink must not be used in writing permanent records or letters intended for preservation.

All officers receiving their supplies of ink and mucilage from the Treasury Department, must order the same during the warm weather, so as to avoid freezing while in transit.

B. H. Brinton

Secretary.

Sept 16 - 1873

Relative to Mr. of Shket

17
C I R C U L A R .

1875.

Department No. 167.

Independent Treasury Div. No. 21.

Treasury Department,

Washington, D. C., December 24, 1875.

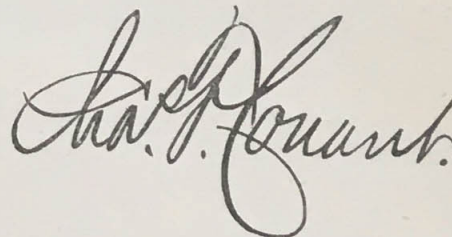
The following Sections of the Revised Statutes of the United States are published for the information and guidance of all parties concerned :

"SECTION 3620. It shall be the duty of every disbursing officer having any public money intrusted to him for disbursement, to deposit the same with the Treasurer or some one of the Assistant Treasurers of the United States, and to draw for the same only as it may be required for payments to be made by him in pursuance of law ; and all transfers from the Treasurer of the United States to a disbursing officer shall be by draft or warrant on the Treasury or an Assistant Treasurer of the United States. In places, however, where there is no Treasurer or Assistant Treasurer, the Secretary of the Treasury may, when he deems it essential to the public interest, specially authorize in writing the deposit of such public money in any other public depository, or, in writing, authorize the same to be kept in any other manner, and under such rules and regulations as he may deem most safe and effectual to facilitate the payments to public creditors.

"SECTION 5488. Every disbursing officer of the United States who deposits any public money intrusted to him in any place or in any manner, except as authorized by law, or converts to his own use in any way whatever, or loans with or without interest, or for any purpose not prescribed by law withdraws from the Treasurer or any Assistant Treasurer, or any authorized depository, or for any purpose not prescribed by law transfers or applies any portion of the public money intrusted to him, is, in every such act, deemed guilty of an embezzlement of the money so deposited, converted, loaned, withdrawn, transferred, or applied ; and shall be punished by imprisonment with hard labor for a term not less than one year nor more than ten years, or by a fine of not more than the amount embezzled or less than one thousand dollars, or by both such fine and imprisonment.

"SECTION 5497. Every banker, broker, or other person not an authorized depository of public moneys, who knowingly receives from any disbursing officer, or Collector of Internal Revenue, or other agent of the United States, any public money on deposit, or by way of loan or accommodation, with or without interest, or otherwise than in payment of a debt against the United States, or who uses, transfers, converts, appropriates, or applies any portion of the public money for any purpose not prescribed by law, and every president, cashier, teller, director, or other officer of any bank or banking association, who violates any of the provisions of this Section, is guilty of an act of embezzlement of the public money so deposited, loaned, transferred, used, converted, appropriated, or applied, and shall be punished as prescribed in Section fifty-four hundred and eighty-eight."

BY ORDER OF THE SECRETARY:



Assistant Secretary.

CIRCULAR.

1876

Department No. 18.

Secretary's Office.

Treasury Department,

January 31, 1876.

The following Opinion is published for the information and guidance of officers of the Treasury Department.

B. H. Britton

Secretary of the Treasury.

IN THE UNITED STATES CIRCUIT COURT,

DISTRICT OF MARYLAND.

BEFORE BOND AND GILES, JJ.

THOMAS H. GARDNER vs. EPHRAIM F. ANDERSON.

Communications in writing passing between officers of the Government, in the course of official duty, relating to the business of their offices, are privileged from disclosure, on the ground of public policy, and the production will not be compelled by courts of law or equity.

Neither will secondary evidence of their contents be admissible, whether in the form of copies or of oral statement of witnesses who have read and recollected the same.

Consequently, an official letter from an Appraiser of Merchandise to the Secretary of the Treasury, recommending a person for appointment as clerk in the Appraiser's office, in place of one whose removal is recommended for inefficiency and bad conduct, is a privileged communication within the rule, and cannot be admitted in evidence to sustain an action for libel brought against the Appraiser by the person whose removal is recommended.

The mere sending to the Secretary of the Treasury by an officer of the customs, in the course of official duty, of a communication reflecting upon the character and conduct of a subordinate, is not such a publication as is essential to maintain an action for a libel.

The plaintiff in this case, who had been a clerk in the office of Appraiser of Merchandise, and was removed from office in June, 1873, brought an action of libel in a State court against the defendant, who was Appraiser, alleging that he wrote to the Secretary of the Treasury a letter recommending the plaintiff's removal from his clerkship, and reflecting upon his official qualifications and conduct in such a way as to show malice, *per quod* he lost his office and suffered great damage. The suit was by the defendant removed upon a writ of *certiorari* to this court under section 643 of the Revised Statutes, and the plaintiff made an unsuccessful motion to remand the case to the State court for want of federal jurisdiction.

Plea, *not guilty*, under the general issue.

Previous to the trial, the plaintiff, to prove the sending of the alleged libellous letter and its contents, issued a commission to examine at Washington the Secretary of the Treasury and the Appointment Clerk, who were summoned to produce before the Commissioner the original letter or copy. The Secretary declined to appear before the Commissioner or to produce any paper or copy, and sent a letter to him to that effect.

The Appointment Clerk who attended and was examined, by direction of the Secretary, declined to produce any paper or to speak of the contents of any. Upon the return of the commission, to which the

Secretary's letter above mentioned was attached, the plaintiff took out a *subpœna duces tecum* for the Secretary and the Appointment Clerk to appear at the trial. The Secretary declined to attend, and directed the District Attorney (who had assumed the defence of the case) to state his reasons to the court.

Thereupon the plaintiff moved for a writ of attachment against the Secretary for a contempt in not obeying the subpœna. This the court declined to grant, but advised the plaintiff to apply to the Secretary for a copy of the alleged letter, and, for this purpose, the case was postponed for a few weeks.

Subsequently, the trial being resumed, and the jury sworn, the plaintiff, to lay the foundation for secondary evidence, produced a letter from the Secretary in reply to his application for a copy of the alleged communication which was the cause of action.

The Secretary's letter stated that, at the date of the alleged letter, the defendant was Appraiser of Merchandise, and any communications from him to the Department were official in their nature, confidential and protected from disclosure, and he, the Secretary, was not at liberty to furnish a copy of the same to enable the plaintiff to maintain an action against a late Appraiser, whose defence the Government had assumed. The plaintiff then called as a witness a clerk in the Appraiser's office who had charge of the official letter-copying book in June, 1873, who testified that about that time he wrote, at the dictation of the defendant, a letter to the Secretary of the Treasury relative to the removal of the plaintiff from office. The letter was signed by the defendant as Appraiser, and copied in the letter-book. It was not there now; a leaf was missing from the book, probably that containing the letter. Witness said he thought he could state the substance of the letter, and on being asked by the plaintiff to do so, the defendant objected, *first*, because the witness was not sure he could state the whole substance, and *second*, because the letter was a privileged communication, and protected from disclosure on grounds of public policy.

After full argument, the court decided that the witness' recollection was not sufficient, as the jury was entitled to have the whole letter repeated to them, if any, and the part omitted might qualify or explain the part repeated. And further, that the communication was in its nature an official communication, relating to public business, which it was sought to prove by means of a witness whose only knowledge of it was derived from his official employment, which was contrary to public policy and not to be permitted. The plaintiff then sought to prove by his own testimony that he saw the letter in question at the Treasury Department after his removal, by permission of the Secretary, and could state its contents; but further offered to prove by a witness who was at one time a clerk in the Appraiser's office, that while he was such clerk he read a copy of the said letter from the official letter-copy book in the office, and could repeat its contents. The court ruled that neither the sending of such a letter to the Secretary, nor retaining a copy thereof in a letter-book kept in the Appraiser's office, amounted to a *publication* within the meaning of that term as used in the law of libel; that as the communication was official and confidential, written in the discharge of a public duty, it could not be said to be *published* by the defendant, by merely sending it to the officer to whom it was addressed, and if there was no evidence of publication beyond such sending, the plaintiff must fail at the outset of his case, and no evidence of the contents of the alleged libel can be admitted until after proof of technical publication.

The plaintiff not being prepared with such proof, took exceptions to these rulings, and there was a verdict for defendant.

A. H. HOBBS, *for the Plaintiff.*

A. STIRLING, Jr., (*U. S. District Attorney.*)

GEORGE C. MAUND and GEORGE H. CHANDLER, *for the Defendant.*

Treasury Circular
January 31st 1876
Relating to Confidential Letters

C I R C U L A R .

INFORMATION CONCERNING PUBLIC BUSINESS NOT TO BE FURNISHED
WITHOUT PROPER AUTHORITY.

1876.

Department No. 44.

Secretary's Office.

Treasury Department,

March 31, 1876.

To Heads of Bureaus, Collectors of Customs, and others:

Publications, not authorized by this Department, have frequently appeared in public journals at New York, and elsewhere, relating to action had or contemplated by the Department on questions pending before it.

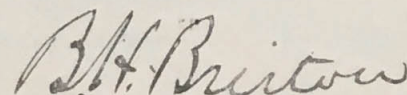
Publications of this character are improper, as tending to mislead importers and others concerned, and are unnecessary for the reason that the parties directly interested in any decision are always promptly advised of the purport thereof; and all decisions of general interest are published by the Department monthly.

It is apparent, therefore, in view of these facts, that indiscriminate publications of official correspondence, or unauthorized statements of official action, are neither consistent with the interests of the public service nor justified by any necessity connected with the interests or rights of private parties.

Heads of Bureaus in the Department and Collectors and other officers of the customs are therefore requested to exercise a strict supervision over the acts of their subordinates with reference to the publication of correspondence or decisions of the Department, or of information concerning its action, and especially to prevent access by unofficial persons to official letters, documents, or records.

Clerks and employés of the Department are hereby expressly forbidden to furnish for publication, without the authority of the Secretary, an Assistant Secretary, the Chief Clerk, or the Head of a Bureau, any letter, document, or decision, or to impart any information whatever concerning the business of the Department, or to allow access to any letter, document, or record connected therewith, to any person not officially entitled thereto. Any infraction of this rule will, on discovery, be followed by the immediate dismissal of such clerk or employé from the public service.

Chiefs of Divisions in the Secretary's Office will submit to the Chief Clerk, from day to day, such information relating to the business of the Department as may be of general interest or proper for publication, in order that the same may be furnished by the Chief Clerk to the representatives of the press for that purpose, and such information will not, under any circumstances, be furnished to any one or more portions of the public press to the exclusion of any other.



Secretary.

March 31/76

Forbidding Clerks or Employees to
Furnish information re, to
outside parties

CIRCULAR RELATING TO REQUISITIONS FOR BOOKS AND BLANKS, AND STATIONERY.

1876.
Department No. 151.
Secretary's Office.

Treasury Department,

Washington, D. C., December 15, 1876.

BOOKS AND BLANKS.

I. Requisitions from Customs Officers for forms contained in the Catalogue, No. 995, (edition of 1877,) should be made upon Form 996, and addressed to the Secretary of the Treasury.

(b.) Nothing should be asked for in such requisitions except the forms enumerated in the Catalogue.

(c.) The Catalogue number and title only need be given.

(d.) The numbers should run progressively, and be given in figures.

(e.) When a less number than 100 of any blank is desired, it should be ordered in quantities of 5, 10, 20, 25, 50, or 75.

(f.) When a form cannot be indicated by the Catalogue, a copy (if a blank) or a leaf (if a book) should be forwarded.

II. Officers will order as follows:

Weekly.

Collectors of Customs at New York, Boston, Philadelphia, Baltimore, San Francisco, and New Orleans.

Monthly.

Naval Officers, Surveyors, and Appraisers at above-named ports.

Semi-annually.

All chief officers of the customs not named above; Assistant Treasurers, National-Bank Depositories, Inspectors of Steam-Vessels, Surgeons of the Marine-Hospital Service, Officers of the Revenue Marine, and Superintendents of Life-Saving Stations.

Annually.

Receivers of Public Moneys.

III. Semi-annual requisitions should be dated to take effect from January 1 or July 1, and should state that they are for the six months ending June 30 or December 31. Should forms be needed during a preceding December or June, the regular half-yearly requisitions may then be made, the object being to limit requisitions to two per year.

(b.) Cashiers of National-Bank Depositories should order Form No. 1 ("Certificates of Deposit") at least one month before needed for use.

IV. When blank steamboat-inspection certificates are required by officers of the customs, they should not be ordered upon the same sheet of Form 996 with customs forms, but upon a separate and distinct sheet of said form.

V. Officers who are required to send moneys by express for deposit with United States Depositories, will be supplied with books of receipts and way-bills by making proper requisitions therefor on the Secretary of the Treasury.

VI. Officers are particularly enjoined, in making requisitions, to use the prescribed forms, to ask only for those books and blanks actually needed, and to conform as strictly as possible to the provisions of Sections II and III, as to time, &c. In all special requisitions there should be an explanatory note in margin stating the necessity.

VII. Requisitions must be properly briefed (the name of chief officer, and not that of deputy assistant, being given) before transmittal; and letters of notification of transmission of forms must be signed, briefed, and promptly returned, as receipts, to the Department.

VIII. Chief officers of the customs will keep physicians in charge of marine patients supplied with the necessary blank forms. Promptness in forwarding supplies to physicians, when received from the Department, is especially enjoined upon such officers.

IX. Articles of *Stationery* must not be included in requisitions for blank forms, nor should blank forms be ordered in *Stationery* requisitions.

STATIONERY.

The following regulations must be observed in making requisitions for *Stationery*:

X. Officers will order as follows:

Monthly.

Officers of the customs at New York.

Quarterly.

Officers of the customs at Boston, Philadelphia, Baltimore, New Orleans, and San Francisco.

Semi-annually, (January 1 and July 1.)

Officers of the customs at all ports not named above; Assistant Treasurers, Designated Depositaries, Collectors of Internal Revenue, Treasury Special Agents, U. S. Mint and Assay Officers, Officers of the Revenue Marine, Superintendents of Life-Saving Stations, Light-House Inspectors and Engineers, and Surgeons and Assistant Surgeons of Marine-Hospital Service.

Annually, (July 1.)

Supervising and Local Inspectors of Steamboats.

XI. A full year's supply of ink and mucilage should be ordered by all officers on their July requisitions, as they cannot be shipped with safety during the winter months.

XII. Officers will forward with their July requisitions inventories of the supplies on hand at the time of making said requisitions.

XIII. In order to give ample time for the printing of paper and envelopes, requisitions calling for these items should be forwarded at least one month before they are needed for use.

XIV. When samples are enclosed in requisitions, they should be attached thereto, to prevent their being lost in the opening and distribution of the mail.

XV. Books, blank forms, Department circulars, synopses of decisions, letter scales, postage stamps, and office furniture, should not be included in requisitions for *Stationery*.

XVI. When *Stationery* or books and blanks are forwarded by *express*, the charges thereon are *invariably prepaid*; but, on all shipments by *freight*, the charges are to be paid by the officer receiving the goods, who will forward the receipts, as vouchers, with his account of contingent expenses, (except in the case of Customs Officers, who will first forward the freight-bills, with a request for authority to pay the same.) As an arrangement has recently been made with the Quartermaster's Department to transport all freight to points west of Chicago, this section is, in case of freight so shipped, inoperative, as bills for the same are rendered by the Quartermaster General to, and are paid by, this Department.

XVII. All rules and regulations heretofore issued, which conflict with the provisions of this Circular, are hereby rescinded.

John M. Bonill

Secretary.

CIRCULAR TO PRINCIPAL OFFICERS OF THE TREASURY DEPARTMENT.

INFORMATION FOR TREASURY REGISTER, 1877.

1877.

Department No. 41.

Secretary's Office.

Treasury Department,

Washington, March 19, 1877.

SIR:

You are hereby directed to cause to be prepared, upon the blanks for the purpose herewith transmitted, the information required for the United States Treasury Register, 1877, namely:

Full name, including your own, of all officers and employes attached to your district, port, or office April 1, next, arranged, according to degree of importance, alphabetically in each grade; their designation, which should not be fully descriptive of their duties, but simply the primary office they hold, as Deputy Collector, Clerk, Inspector, &c., but where two or more offices are combined and held by one person, all should be stated; the port or station where serving; place of birth, that is, State or country only; date of original appointment in the branch of service in which serving April 1, 1877; and compensation, annual or per diem, according to appointment, but never both.

You will forward the lists, duly prepared, by mail, on or before the 15th day of April next.

As a heading to the first sheet, in the Customs Service, should be written the name of the district and port, or port alone, where there is no district, and nothing else whatever.

In the column for names should be written a subheading of the name of each principal office or designation of service, as "Collector's Office," "Appraiser's Office," "Naval Office," "Surveyor's Office," where these offices exist, in the order as here written.

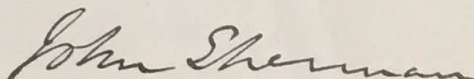
No writing whatever should be made on the sheets except the information needed to be printed.

The fixed or regular compensation only of collectors and other principal officers should be stated in the column, with a character placed before it indicating a foot note "and fees and commissions," "fees," or "commissions" only, as the case may be.

The sheets should not be shortened in any case, though but one name be required, but returned in their original length.

Lists of the Independent Treasury, Mint, Assay Office, and United States Depository services should be headed only with the name of the city or town and the State or Territory where they are located, with no other writing upon the sheets except the information required.

Very respectfully,



Secretary.

Treasury Dept

March 19th 1877

For information for
Treasury Register

1877.
Department No. 48.
Secretary's Office.

Treasury Department,

Washington, D. C., April 2, 1877.

*To the Officers and Clerks of the Treasury Department,
and others whom it may concern:*

Sections 5 and 6 of the Act entitled "*An act establishing post-roads and for other purposes,*" approved March 3, 1877, are as follows:

"SECTION 5. That it shall be lawful to transmit through the mail free of postage any letters, packages, or other matters relating exclusively to the business of the Government of the United States: *Provided*, That every such letter or package, to entitle it to pass free, shall bear over the words 'official business' an endorsement showing also the name of the Department, and, if from a bureau or office, the names of the Department, and bureau or office, as the case may be, whence transmitted. And if any person shall make use of any such official envelope to avoid the payment of postage on his private letter, package, or other matter in the mail, the person so offending shall be deemed guilty of a misdemeanor, and subject to a fine of three hundred dollars, to be prosecuted in any court of competent jurisdiction.

"SECTION 6. That for the purpose of carrying this act into effect, it shall be the duty of each of the Executive Departments of the United States, to provide for itself and its subordinate offices the necessary envelopes; and in addition to the endorsement designating the Department in which they are to be used, the penalty for the unlawful use of these envelopes shall be stated thereon."

To comply with the provisions of this act, envelopes, printed as required by section 5, will be furnished upon requisition to all officers of this Department, to be used by them in the transmission of their official mail, instead of the official postage stamps supplied by the Department, and now in use. Officers will, however, continue the use of the official stamps until the stock on hand is exhausted, or until July 1, 1877, at which date any stamps remaining on hand, unused, will be returned to the Department, and the account closed.

All envelopes hereafter furnished to officers of the Department, upon their regular requisition for stationery made in conformity to existing circular instructions, will be printed as required by this act. No special requisition for envelopes need therefore be made.

Until further notice, the registry fee on all official matter required to be sent by registered mail may be paid by affixing official postage stamps, in amount equal to the fee, to the package or packages containing such matter. Any officer or employé of this Department, or bureau, or office therewith connected, who shall make use of the envelopes furnished for official purposes as herein provided, to avoid the payment of postage on his private letter, package, or other matter in the mail, shall, in addition to the penalty prescribed in section 5, be liable to dismissal from the service.

John Sherman

Secretary.

CIRCULAR INSTRUCTIONS TO CUSTODIANS OF PUBLIC BUILDINGS AND
OTHERS CONCERNED.

1877.

Department No. 78.

Supervising Architect's Office.

Treasury Department,

Washington, D. C., June 13, 1877.

SIR:

From and after June 30, 1877, no correspondence addressed to this Department in relation to Fuel, Light, Water, and Miscellaneous Items for Public Buildings, Furniture and Repairs of Furniture for Public Buildings, should be embraced in communications pertaining to other matters.

Instructions contained in Section 2 of Department Circular of August 7, 1875, are hereby revoked, and hereafter returns of Furniture and Fixtures must be forwarded direct to the Secretary of the Treasury.

John Sherman

Secretary of the Treasury.

To

J. H. Schirmer Esq., Custodian,
U. S. Gr. Mint.

Denver, Col.

June 13th 1877

Instructions to Custodians
of Public Buildings &c
Relative to Furniture &c

COMMUNICATIONS BY TELEGRAPH,

1877-78.

24.

Post Office Department,

June 30, 1877.

WHEREAS, by the act of Congress approved July twenty-fourth, A. D. eighteen hundred and sixty-six, entitled, "An Act to aid in the construction of telegraph lines, and to secure to the Government the use of the same for postal, military, and other purposes," in section second it is enacted: that telegraphic communications between the several Departments of the Government of the United States and their officers and agents shall, in their transmission over the lines of said companies, have priority over all other business, and shall be sent at rates to be annually fixed by the Postmaster General:

Now, therefore, in pursuance and by virtue of the authority on me by said act conferred, I, DAVID M. KEY, Postmaster General of the United States, do hereby fix the rates at which the telegraphic communications aforesaid shall be sent for the year commencing on the first day of July, A. D. eighteen hundred and seventy-seven, as follows, namely:

The rate for all telegraphic communications, sent otherwise than over circuits established by the Chief Signal Officer of the Army for the transmission of enciphered weather reports, shall be as follows, viz:

One cent per word for each circuit*—not exceeding five over the wires of any one company—through which it shall be transmitted, said rate to be computed subject to the following conditions, viz:

A distance of five hundred miles, as computed by the tables of the Post Office Department, shall be deemed a circuit.

If, in computing circuits, there shall be found one or more circuits and a fraction of a circuit, such fraction shall be deemed a circuit.

If a communication shall be sent a distance less than five hundred miles, that distance shall be deemed a circuit.

When any communication is transmitted necessarily over the lines of two or more telegraph companies, the whole distance traversed by such communication will be used in computing the number of circuits, and each company shall receive a *pro rata* allowance of the compensation paid for such communication; but no company shall receive less than the allowance for one full circuit.

All words of the communication transmitted are to be counted, excepting the date and place at which such communication is filed.

All messages of less than twenty-five words, address and signature included, shall be rated as if containing twenty-five words, and all messages exceeding twenty-five words shall be rated by the exact number of words they contain, address and signature included.

The rate for all telegraphic communications known as the Signal Service weather reports shall not exceed three cents for each word of said reports for each circuit over which they may pass, in accordance with the schedule of circuits and plans of the Chief Signal Officer of the Army, which are now or may hereafter be adopted by him for transmitting these reports, or such parts thereof as he may designate, in such words or ciphers as may, from time to time, be directed by him. The amount thus estimated is to be taken in full payment for said reports; no additional allowance to be made for drops, office messages, or other services or special facilities required by the Chief Signal Officer for the correct and prompt transmission of said Signal Service reports.

If, at any time, from competition or other cause, telegraph rates should be reduced so that a message of ten words may be sent for the public at a less rate than that above mentioned for a twenty-five word message, then, and in that case, this order shall be changed to meet such lower public rate; it being intended by this proviso that in no case shall the Government be compelled to pay more for a twenty-five word message, including address and signature, than the public is required to pay for a ten-word message, exclusive of such address and signature.

DAVID M. KEY,

Postmaster General.

* The word "circuit," as here used, means not a telegraphic circuit, but a unit of distance of five hundred miles.

June 30th 1877.

Notes of pay for
Communications by Telegraph.

CIRCULAR TO OFFICERS OF THE TREASURY DEPARTMENT, DEFINING
THEIR AUTHORITY IN RELATION TO INTERPRETATION OF PUBLIC
CONTRACTS.

1877.

Department No. 146.

Secretary's Office.

Treasury Department,

Washington, D. C., December 31, 1877.

The following is based upon decision of the Supreme Court in the case of *Hawkins vs. United States*, (No. 700, October Term, 1877,) and publication is made for the information and guidance of Officers in charge of public works, &c., under control of this Department, and all parties having, or seeking to have, dealings with the Department through such Officers:

I. When a service of a better or higher grade than that required by contract is rendered upon the demand of a public agent, such demand being made upon an interpretation of the contract, the contractor can have no claim against the United States; nor will notice given at the time to an unauthorized agent of an intention to present a claim for additional allowance on account of such better service change the rule.

II. When a contractor holds himself not bound to a performance which is sought to be required of him, he will immediately state his objections in writing to the agent in charge, who will forward it at once to the Department, with his report thereon, that the question may be decided by the proper authority.

III. Claims for compensation on account of materials or services will not be considered unless they are founded in some agreement, and when the agreement is claimed to have been entered into by an agent for or on behalf of the United States, it must be shown that he had authority to make such agreement.

IV. Verbal agreements between the parties to a written contract, made before or at the time of execution of the contract, are in general inadmissible to vary its terms or affect its construction, the rule being that all such verbal agreements are to be considered as merged in the written instrument. Written contracts must therefore be held to express the intention of the parties at the time of contracting, and their plain and reasonable construction cannot be diminished or enlarged by verbal testimony in explanation of such intention. Neither can an implied promise exist with reference to any subject-matter that is embraced in an express agreement.

John Sherman

Secretary.

Dec 31/77

Relating to Contracts
with Government
Officers

CIRCULAR CONCERNING THE SHIPMENT OF FREIGHT TO POINTS WEST
OF CHICAGO, ILL., AND ST. LOUIS, MO.

1878.

Department No. 6.

Secretary's Office.

Treasury Department,

Washington, D. C., January 23, 1878.

The following General Order, issued by the War Department, is published for the information and guidance of officers of this Department:

GENERAL ORDERS }
No. 66.

HEADQUARTERS OF THE ARMY,
ADJUTANT GENERAL'S OFFICE,
Washington, July 24, 1876.

The following instructions, received from the Secretary of War, are issued for the information and guidance of officers of the Quartermaster's Department:

At the request of the Secretary of the Treasury, and recommendation of the Quartermaster General, the Secretary of War authorizes and directs the Quartermaster's Department to take charge of, consign, and ship through to destination, all freight that may be delivered to that Department by authorized agents of the Treasury Department for transportation to the Pacific Coast, *via* Omaha or Kansas City. Such freight to be securely packed by the Treasury Department and properly marked by that Department with address of consignee in each case.

Officers of the Quartermaster's Department are instructed to use separate bills of lading in making these shipments, and to insert the following notation thereon: "Payable by the Secretary of the Treasury; to be made into an account and forwarded for settlement on presentation to any officer of the Quartermaster's Department."

The funds of the Quartermaster's Department will not be used in paying any of the expenses incident to the transportation of this freight, but its officers will prepare the accounts when the bills of lading are presented to them and forward them to the Quartermaster General's Office to be sent to the Treasury Department for payment.

In making up the accounts the proper deductions will be made on account of land-grant and bonded railroads, *i. e.* the same plan will be pursued as in making up accounts for transportation of other Government property.

BY COMMAND OF GENERAL SHERMAN:

E. D. TOWNSEND,
Adjutant General.

Officers of this Department shipping freight from any point east of Chicago, Ill., or St. Louis, Mo., to points west thereof, will deliver such freight to the nearest officer of the Quartermaster's Department authorized to receive it for transmission, and will take a receipt therefor.

John Sherman

Secretary.

Steamy Dept

Jan 23rd 1878.

Concerning shipment
of Freight.

CIRCULAR TO OFFICERS OF THE TREASURY DEPARTMENT, RELATIVE
TO AUTHORIZED EXPENDITURES ON ACCOUNT OF ANNUAL APPROPRIATIONS.

1878.

Department No 51.

Secretary's Office.

Treasury Department,

Washington, D. C., May, 1878.

Attention is called to Section 3690, Revised Statutes, which reads as follows:

“All balances of appropriations contained in the annual appropriation bills, and made specifically for the service of any fiscal year, and remaining unexpended at the expiration of such fiscal year, shall only be applied to the payment of expenses properly incurred during that year, or to the fulfillment of contracts properly made within that year; and balances not needed for such purposes shall be carried to the surplus fund. This section, however, shall not apply to appropriations known as permanent or indefinite appropriations.”

Under the provisions of this statute, all authorized expenditures payable from annual appropriations should be incurred within the fiscal year in which the authorization is given, and in case of failure to have work done or material supplied, or to enter into a written agreement therefor before June 30, the authority will lapse with that date, and it will be necessary to obtain a renewal before proceeding with the work or making the purchase authorized.

John Sherman

Secretary.

May 1878.

Circular # 51.

Relative to Authorized
Expenditures on account
of Annual Appropriations

CIRCULAR TO CUSTODIANS OF PUBLIC BUILDINGS.

1878.

Department No. 50.

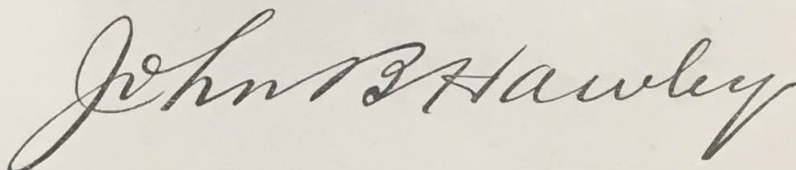
Secretary's Office.

Treasury Department,

Washington, May 24, 1878.

Hereafter, in executing the vouchers for pay of Custodians and Janitors, and other persons employed in the building under your custody, you will not certify them until the services to be paid for have been actually performed.

Department Circular No. 137, dated October 5, 1875, is hereby revoked.

A large, elegant handwritten signature in cursive script, reading "John B. Hawley". The letters are fluid and connected, with a prominent initial "J".*Assistant Secretary.*

May 29/78

Circular # 50.

A
to Custodians of
Public Buildings

1878.

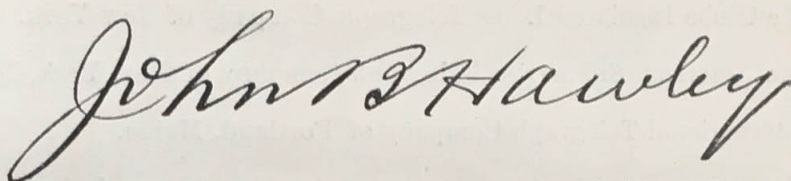
Department No. 70.

Secretary's Office.

Treasury Department,

Washington, D. C., July 9, 1878.

The following communication from the Postmaster General, prescribing rates to be paid by the Government for telegraphing, for the year ending June 30, 1879, is herewith published for the information of Officers of the Treasury Department, and others whom it may concern.


Acting Secretary.

RATES OF PAY FOR COMMUNICATIONS BY TELEGRAPH, 1878-'79.

POST OFFICE DEPARTMENT, June 29, 1878.

WHEREAS, by the act of Congress approved July twenty-fourth, A. D. eighteen hundred and sixty-six, entitled "An Act to aid in the construction of telegraph lines, and to secure to the Government the use of the same for postal, military, and other purposes," in section second it is enacted: that telegraphic communications between the several Departments of the Government of the United States and their officers and agents shall, in their transmission over the lines of said companies, have priority over all other business, and shall be sent at rates to be annually fixed by the Postmaster General:

Now, therefore, in pursuance and by virtue of the authority on me by said act conferred, I, DAVID M. KEY, Postmaster General of the United States, do hereby fix the rates at which the telegraphic communications aforesaid shall be sent for the year commencing on the first day of July, A. D. eighteen hundred and seventy-eight, as follows, namely:

The rate for all telegraphic communications, sent otherwise than over circuits established by the Chief Signal Officer of the Army for the transmission of enciphered weather reports, shall be as follows, viz:

One cent per word for each circuit through which it shall be transmitted, said rate to be computed subject to the following conditions, viz:

A distance of five hundred miles, as computed by the tables of the Post Office Department, shall be deemed a circuit, and the shortest practicable route of the company transmitting the message shall in all cases be the basis of computation.

If, in computing circuits, there shall be found one or more circuits and a fraction of a circuit, such fraction shall be deemed a circuit.

If a communication shall be sent a distance less than five hundred miles, that distance shall be deemed a circuit.

All words of the communication transmitted are to be counted, excepting the date and place at which such communication is filed.

All messages of less than twenty-five words, address and signature included, shall be rated as if containing twenty-five words, and all messages exceeding twenty-five words shall be rated by the exact number of words they contain, address and signature included.

The rate for all telegraphic communications known as the Signal-Service weather reports shall not exceed three cents for each word of said reports for each circuit over which they may pass, in accordance with the schedule of circuits and plans of the Chief Signal Officer of the Army, which are now or may hereafter be adopted by him for transmitting these reports, or such parts thereof as he may designate, in such words or ciphers as may, from time to time, be directed by him. The amount thus estimated is to be taken in full payment for said reports; no additional allowance to be made for drops, office messages, or other services or special facilities required by the Chief Signal Officer for the correct and prompt transmission of said Signal-Service reports.

If, at any time, from competition or other cause, telegraph rates should be reduced so that a message of ten words may be sent for the public at a less rate than that above mentioned for a twenty-five-word message, then, and in that case, this order shall be changed to meet such lower public rate; it being intended by this proviso that in no case shall the Government be compelled to pay more for a twenty-five-word message, including address and signature, than the public is required to pay for a ten-word message, exclusive of such address and signature.

All Officers of the United States Government are requested to report to the Postmaster General any charges in excess of the above rates, whether made by companies named in the following list or others.

DAVID M. KEY, Postmaster General.

LIST of Telegraph Companies that have filed their acceptances of the Provisions of the Act of Congress approved July 24, 1866.

A D D R E S S .	R E M A R K S .
1 The National Telegraph Company of New York, N. Y. 2 The Globe Insulated Lines Telegraph Company of New York. 3 The American Submarine Telegraph Company of New York, N. Y. 4 International Telegraph Company of Portland, Maine. 5 The Atlantic and Pacific Telegraph Company of New York, N. Y. 6 The Franco-American Land and Ocean Telegraph Company of New York, N. Y. 7 The Globe Telegraph Company of New York. 8 Mississippi Valley National Telegraph Company of St. Louis, Mo. 9 Western Union Telegraph Company of New York, N. Y. 10 Northwestern Telegraph Company of Kenosha, Wisconsin. 11 Great Western Telegraph Company of New York, N. Y. 12 The Franklin Telegraph Company of Boston, Mass. 13 The Insulated Lines Telegraph Company of Boston, Mass. 14 Pacific and Atlantic Telegraph Company of Pittsburgh, Pa. 15 The Atlantic and Pacific States Telegraph Company of Sacramento, Cal. 16 The Eastern Telegraph Company of Philadelphia, Pa. 17 The Delaware River Telegraph Company, Philadelphia, Pa. 18 Peninsula Telegraph Company, New York City. 19 Cape May and Shore Telegraph Company, New York City. 20 Ocean Telegraph Company of Boston, Mass. 21 The American Cable Company of New York, N. Y. 22 Southern and Atlantic Telegraph Company of Philadelphia, Pa. 23 International Ocean Telegraph Company, New York City. 24 Missouri River Telegraph Company of Sioux City, Iowa. 25 Atlantic and Pacific Telegraph Company of Missouri. Executive Office, 145 Broadway, New York City. Received and filed May 8, 1877.	<i>Circular 70</i> <i>Regarding rate for</i> <i>Telegraphing</i>

CIRCULAR INSTRUCTIONS TO CUSTODIANS OF PUBLIC BUILDINGS.

1878.

Department No. 126.

Secretary's Office.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., November 22, 1878.

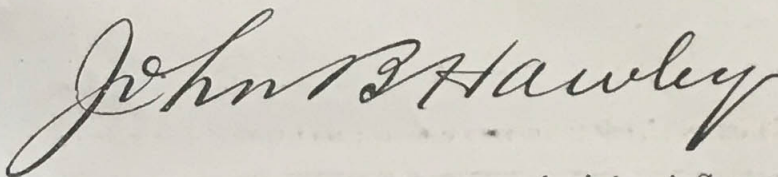
Section II, Department Circular of August 7, 1875, is modified in the following particulars, viz:

"Returns of furniture and fixtures" will hereafter be rendered to the Secretary of the Treasury on the 31st of December of each year, and semi-annual returns discontinued.

"Returns of public property" will be rendered to the Secretary of the Treasury on the 30th of June of each year, instead of the 31st of December, as heretofore.

A statement must be made on the final sheet of each return accounting for articles sold or otherwise disposed of during the year for which the return is rendered, and the amount realized from sale, together with the number and date of certificate of deposit, and the name of the depository, must be stated in the column of remarks opposite the articles sold.

Numerical classification of articles may be omitted on the returns.

*Assistant Secretary.*

Relating to Annual
returns of Furniture
etc to be made
Here 31/10/1864 year.

1879.

Department No. 44.

Secretary's Office.

Treasury Department,

Washington, D. C., March 21, 1879

*To all Officers and Clerks of the Treasury Department,
and others whom it may concern:*

Sections 5 and 6 of the Act entitled "*An act establishing post-roads and for other purposes,*" approved March 3, 1877, are as follows:

"SECTION 5. That it shall be lawful to transmit through the mail free of postage any letters, packages, or other matters relating exclusively to the business of the Government of the United States: *Provided*, That every such letter or package, to entitle it to pass free, shall bear over the words 'official business' an endorsement showing also the name of the Department, and, if from a bureau or office, the names of the Department, and bureau or office, as the case may be, whence transmitted. And if any person shall make use of any such official envelope to avoid the payment of postage on his private letter, package, or other matter in the mail, the person so offending shall be deemed guilty of a misdemeanor, and subject to a fine of three hundred dollars, to be prosecuted in any court of competent jurisdiction.

"SECTION 6. That for the purpose of carrying this act into effect, it shall be the duty of each of the Executive Departments of the United States, to provide for itself and its subordinate offices the necessary envelopes; and in addition to the endorsement designating the Department in which they are to be used, the penalty for the unlawful use of these envelopes shall be stated thereon."

Sections 29 and 33 of the act entitled "*An act making appropriations for the service of the Post Office Department for the fiscal year ending June 30, 1880, and for other purposes,*" approved March 3, 1879, are as follows:

"SECTION 29. The provisions of the fifth and sixth sections of the act entitled "*An act establishing post-routes, and for other purposes,*" approved March third, eighteen hundred and seventy-seven, for the transmission of official mail-matter, be, and they are hereby, extended to all officers of the United States Government, and made applicable to all official mail-matter transmitted between any of the officers of the United States, or between any such officer and either of the Executive Departments or officers of the Government, the envelopes of such matter in all cases to bear appropriate endorsements containing the proper designation of the office from which the same is transmitted, with a statement of the penalty for their misuse. And the provisions of said fifth and sixth sections are hereby likewise extended and made applicable to all official mail-matter sent from the Smithsonian Institution: *Provided*, That this act shall not extend or apply to pension-agents or other officers who receive a fixed allowance as compensation for their services, including expenses for postage."

"SECTION 33. That so much of this act as is embraced in sections four to thirty-one both inclusive, shall take effect from the first day of May, eighteen hundred and seventy-nine, and all acts or parts of acts inconsistent with the provisions of this act, are hereby repealed."

To comply with the provisions of this act, all envelopes furnished on and after May 1, 1879, to officers of this Department, to be used by them in the transmission of their official mail, will be printed as required by Section 5 above quoted. Officers will continue the use of official postage stamps until that date, immediately after which, all stamps remaining on hand, unused, will be returned to the Department, and the account closed.

Such official envelopes as may be on hand May 1, 1879, can be made available for use by affixing the "penalty clause" thereon; for which purpose hand stamps will be furnished, on requisition.

Any officer or employé of this Department, or bureau, or office therewith connected, who shall make use of the envelopes furnished for official purposes as herein provided, to avoid the payment of postage on his private letter, package, or other matter in the mail, shall, in addition to the penalty prescribed in Section 5, be liable to dismissal from the service.

John Sherman

Secretary.

Dear Sir,

Guernsey St. Martins

March 21/79.

Regarding postage
on official documents
cautions &c.

C I R C U L A R.

1879.
Department No. 113.
Appointment Division No. —.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., July 3, 1879.

*To Collectors of Customs and Internal Revenue, Assistant Treasurers, and
other Principal Officers of the Treasury Department:*

Hereafter, when submitting nominations for appointment to subordinate positions under your direction, you will state, in addition to the other information now required, the service of the nominee in the Union Army or Navy during the Rebellion.

*John Sherman**Secretary.*

*2nd Circular
34*

33

ESTIMATE CIRCULAR.

1879.
Department No. 120.
Secretary's Office.

Treasury Department,

Washington, D. C., July 15, 1879.

SIR:

I have the honor to transmit herewith blank forms for Estimates of Appropriations, in accordance with the plan of publication adopted and used in the Book of Estimates in conformity to law.

The blanks contain specific instructions as to the manner in which they should be filled, and a strict compliance therewith will greatly facilitate the labor of this Department and of the Committee on Appropriations.

Blank No. 1 should be used in submitting estimates required for the service of the fiscal year ending June 30, 1881; Blank No. 2, for deficiencies in appropriations; and Blank No. 3, for estimates for the payment of claims allowed by the accounting officers under the provisions of Section 4, Act of June 14, 1878.

Additional blanks may be had on application to this Office; also, printed copies of the Estimates submitted to the last session of Congress for your Department.

These Estimates should be transmitted to the Treasury Department, in accordance with the following paragraph from the act of March 3, 1875, (18 Statutes, chapter 129, page 370:)

"SEC. 3. That it shall be the duty of the heads of the several Executive Departments, and of other officers authorized or required to make estimates, to furnish to the Secretary of the Treasury, *on or before the first day of October of each year*, their annual estimates for the public service, to be included in the Book of Estimates prepared by law under his direction; and the Secretary of the Treasury shall submit, as a part of the appendix to the Book of Estimates, such extracts from the annual reports of the several heads of Departments and Bureaus as relate to Estimates for Appropriations, and the necessities therefor."

H. F. French

Acting Secretary.

C I R C U L A R .

REQUIRING FROM NOMINATING OFFICERS PLACE OF BIRTH OF NOMINEE, AND STATE FROM WHICH APPOINTED.

1879.

Department No. 174.

Appointment Division.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., December 11, 1879.

To Collectors of Customs and Internal Revenue, Assistant Treasurers, and other Principal Officers of the Treasury Department:

Hereafter, when submitting nominations for appointment to subordinate positions under your direction, you will state, in addition to the other information now required, the place of birth of nominee, and the State from whence appointed.

John Sherman

Secretary.

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CIRCULAR

35

ESTIMATING AND PROCLAIMING, IN UNITED STATES MONEY OF ACCOUNT,
THE VALUES OF THE STANDARD COINS IN CIRCULATION OF THE
VARIOUS NATIONS OF *THE WORLD*.

1880.
Department No. 1.
Secretary's Office.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., January 1, 1880.

Hon. JOHN SHERMAN,
Secretary of the Treasury.

SIR: In pursuance of the provisions of Section 3564 of the Revised Statutes of the United States, I have estimated the values of the standard coins in circulation of the various nations of the world, and submit the same in the accompanying table.

Very respectfully.

HORATIO C. BURCHARD,
Director of the Mint.

Estimate of Values of Foreign Coins.

Country, .	Monetary Unit.	Standard.	Value in U. S. Money.	Standard Coin.
Austria	Florin	Silver	.41, 3	
Belgium	Franc	Gold and silver ..	.19, 3	5, 10, and 20 francs.
Bolivia	Boliviano	Silver	.83, 6	Boliviano.
Brazil	Milreis of 1000 reis ..	Gold	.54, 5	
British Possessions in N. A. .	Dollar	Gold	\$1. 00	
Central America	Peso	Silver	.83, 6	Peso.
Chili	Peso	Gold	.91, 2	Condor, doubloon, and escudo.
Denmark	Crown	Gold	.26, 8	10 and 20 crowns.
Ecuador	Peso	Silver	.83, 6	Peso.
Egypt	Pound of 100 piasters ..	Gold	4. 97, 4	5, 10, 25, and 50 piasters.
France	Franc	Gold and silver ..	.19, 3	5, 10, and 20 francs.
Great Britain	Pound sterling	Gold	4. 86, 6½	½ sovereign and sovereign.
Greece	Drachma	Gold and silver ..	.19, 3	5, 10, 20, 50, and 100 drachmas.
German Empire	Mark	Gold	.23, 8	5, 10, and 20 marks.
India	Rupree of 16 annas	Silver	.39, 7	
Italy	Lira	Gold and silver ..	.19, 3	5, 10, 20, 50, and 100 lire.
Japan	Yen, (gold)	Gold and silver ..	.99, 7	1, 2, 5, 10, and 20 yen.
Liberia	Dollar	Gold	1. 00	
Mexico	Dollar	Silver	.90, 9	Peso or dollar, 5, 10, 25, and 50 centavo.
Netherlands	Florin	Gold and silver ..	.40, 2	
Norway	Crown	Gold	.26, 8	10 and 20 crowns.
Peru	Sol	Silver	.83, 6	Sol.
Portugal	Milreis of 1000 reis ..	Gold	1. 08	2, 5, and 10 milreis.
Russia	Rouble of 100 copecks ..	Silver	.66, 9	¼, ½, and 1 rouble.
Sandwich Islands	Dollar	Gold	1. 00	
Spain	Peseta of 100 centimes ..	Gold and silver ..	.19, 3	5, 10, 20, 50, and 100 pesetas.
Sweden	Crown	Gold	.26, 8	10 and 20 crowns.
Switzerland	Franc	Gold	.19, 3	5, 10, and 20 francs.
Tripoli	Mahbub of 20 piasters ..	Gold and silver ..	.74, 8	
Turkey	Piaster	Silver	.04, 4	25, 50, 100, 250, and 500 piasters.
United States of Colombia ..	Peso	Gold	.83, 6	Peso.

TREASURY DEPARTMENT,
WASHINGTON, D. C., *January 1, 1880.*

The foregoing estimation, made by the Director of the Mint, of the value of the foreign coins above mentioned, I hereby proclaim to be the values of such coins expressed in the money of account of the United States, and to be taken in estimating the values of all foreign merchandise, made out in any of said currencies, imported on or after January 1, 1880.

John Sherman
Secretary of the Treasury.

CIRCULAR.

BIDS FOR PURCHASE OF SILVER BULLION.

1880.

Department No. 2.

Secretary's Office.

Treasury Department,

Washington, D. C., January 3, 1880.

Notice is hereby given that bids for the sale of Silver Bullion, in lots of not less than ten thousand ounces, and its delivery free of expense to the Government at any specified Mint of the United States, will be received every Thursday, until 2 o'clock, P. M., either by telegraph or by letter.

All bids will be addressed to the Director of the Mint, Treasury Department, Washington, D. C., and will state the quantity offered, in fine ounces, and the price per ounce fine, payable in standard silver dollars.

Bidders whose offers may be accepted, either as to the whole amount offered or any part thereof, will be notified by telegraph on the same day.

The delivery must be completed within ten days from the date of the acceptance of an offer.

When the bullion purchased is of a character to require parting or refining, the usual mint charges for those operations will be paid by the seller.

When bars bear the stamp of well-known private refiners or assayers, such approximate value of the bullion delivered will be paid pending melt and assay, at discretion, as may be regarded safe and proper.

The right to reject all bids, or any portion thereof, is hereby reserved, and also to accept any portion of amounts offered instead of the whole.

JOHN SHERMAN,*Secretary.*

SECRET

THIS THE PURCHASE OF SILVER

Statement

1900

Department of the Interior

Washington, D. C.

Washington, D. C., January 2, 1900.

Notice is hereby given that this bill for the purchase of silver is now being prepared for introduction into the Senate, and the delivery of the same to the Government is being made by the United States Treasury Department.

All bills will be introduced to the Senate of the United States by the President of the United States, and the Senate will be notified of the same by the President of the United States.

It is the policy of the Government to purchase silver in such quantities as to maintain the value of the dollar at its present level, and the President of the United States is authorized to purchase silver in such quantities as to maintain the value of the dollar at its present level.

The President of the United States is authorized to purchase silver in such quantities as to maintain the value of the dollar at its present level.

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When the President of the United States is authorized to purchase silver in such quantities as to maintain the value of the dollar at its present level.

37

CIRCULAR RELATING TO ALLOWANCES FOR TRAVELING EXPENSES.

1874.

Department No. 74.

Secretary's Office.

Treasury Department,

Washington, August 1, 1874.

The following provisions of the Act entitled "An Act making appropriations for the support of the Army for the fiscal year ending June thirtieth, one thousand eight hundred and seventy-five, and for other purposes," approved June 16, 1874, is hereby published for the information and guidance of the officers and employés of this Department:

"*Provided*, That only actual traveling expenses shall be allowed to any person holding employment or appointment under the United States, and all allowances for mileages and transportation, in excess of the amount actually paid, are hereby declared illegal; and no credit shall be allowed to any of the Disbursing Officers of the United States for payments or allowances in violation of this provision."

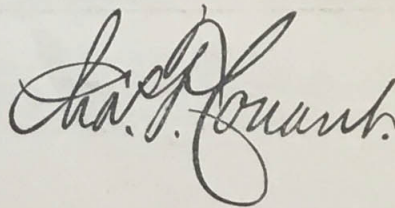
In accordance with the foregoing provision, persons traveling upon the official business of this Department will hereafter be allowed their "actual traveling expenses" usual and essential to the ordinary comfort of travelers, embraced in the following items of expenditure:

I. Actual fares on railroads, steamboats, and other vessels, by the shortest practicable route, the hire of special transportation where there are no regular means of conveyance, street-car, or omnibus, or transfer-coach fare to and from depots and hotels, and, where there are no such conveyances, moderate and necessary hack-hire, and reasonable fees to porters and expressmen.

II. Sleeping-car fare for one double berth for each person, or customary stateroom accommodation on steamboats and other vessels, one seat in parlor car, and lodgings and actual board in hotels at a rate not greater than five dollars per day. Hotel bills and receipts will be taken in all cases where it is practicable to obtain them, and accompany the account as a voucher.

No charge will be allowed for hotel bills when the detention is unnecessary for the performance of the duties for which travel is required.

An affidavit that the account is just and true in all respects, and that the expenses charged therein were actually and necessarily incurred, must accompany each bill. In all cases the account must contain the items of expenditure; and a copy of the order under which the travel was made must accompany it.



Acting Secretary.

Aug 1st 1874

Relating to Allowance
for Traveling Expenses.

38

C I R C U L A R .

ACCOUNTS FOR PERSONAL AND OTHER SERVICES AND SUPPLIES REQUIRE VOUCHERS FOR SAME TO BE ACCOMPANIED BY CERTIFICATES OF SERVICE PERFORMED OR SUPPLIES DELIVERED.

1881.
Department No. 112.
First Auditor's Office.

T r e a s u r y D e p a r t m e n t ,

FIRST AUDITOR'S OFFICE,

Washington, D. C., November 8, 1881.

Special attention is called to the following provisions of the Statutes relating to the purchase of articles for the use of the United States; or for services rendered under provisions of law or regulations of the Treasury Department:

SECTION 3648. "No advance of public money shall be made in any case whatever. And in all cases of contracts for the performance of any service, or the delivery of articles of any description, for the use of the United States, payment shall not exceed the value of the service rendered, or of the articles delivered previously to such payment. It shall, however, be lawful, under the special direction of the President, to make such advances to the disbursing officers of the Government as may be necessary to the faithful and prompt discharge of their respective duties, and the fulfillment of the public engagements."

This statute is mandatory and binding upon all who serve the Government for salary or fees; and also for all purchases of articles for delivery to the United States; carefully restricting payment made to amount of service rendered, or articles purchased and duly delivered *before such payment*.

Hereafter, specific evidence of delivery of any and all articles purchased for the public use will be required for file with the vouchers presented to this office for audit.

The rendition of a bill, with receipt, for moneys claimed as due for purchase made, will not be deemed evidence of delivery in any case.

Persons or corporations demanding payments in advance for gas, water, or other service, or supplies for the public use, are notified that, under the restrictive provisions of the Statutes, no account can be certified by this office except for service, &c., rendered *at the date of presentation of such account*.

Disbursing officers, who are charged with payments for articles purchased, or services rendered to the Government, are notified that suspensions or disallowances will be made in all accounts rendered by them for such articles, or service, until full evidence is filed that the service has been rendered, and that the articles have been delivered to the proper custodian or agent of the Government.

All officers legally responsible for the custody of public property are required by law to keep careful account of the same and to charge themselves therewith.

The certificate of delivery of property purchased for use of the United States will be required in all cases where practicable, duly signed by the legal custodian thereof. Where property is delivered to other parties than those above indicated for transportation, or for a subsequent delivery, the certificate will be signed by the *actual custodian* to whom delivered.

R. M. REYNOLDS,
First Auditor.

APPROVED:
WILLIAM LAWRENCE,
First Comptroller.

CIRCULAR

ESTIMATING AND PROCLAIMING, IN UNITED STATES MONEY OF ACCOUNT,
THE VALUES OF THE STANDARD COINS IN CIRCULATION OF THE
VARIOUS NATIONS OF *THE WORLD*.

1881.

Department No. 1.

Secretary's Office.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., January 1, 1881.

Hon. JOHN SHERMAN,

Secretary of the Treasury.

SIR: In pursuance of the provisions of Section 3564 of the Revised Statutes of the United States, I have estimated the values of the standard coins in circulation of the various nations of the world, and submit the same in the accompanying table.

Very respectfully.

HORATIO C. BURCHARD,

Director of the Mint.

Estimate of Values of Foreign Coins.

Country.	Monetary Unit.	Standard.	Value in U. S. Money.	Standard Coin.
Austria	Florin	Silver	.40, 7	
Belgium	Franc	Gold and silver	.19, 3	5, 10, and 20 francs.
Bolivia	Boliviano	Silver	.82, 3	Boliviano.
Brazil	Milreis of 1000 reis	Gold	.54, 6	
British Possessions in N. A.	Dollar	Gold	\$1.00	
Chili	Peso	Gold and silver	.91, 2	Condor, doubloon, and escudo.
Cuba	Peso	Gold and silver	.93, 2	$\frac{1}{16}$, $\frac{1}{8}$, $\frac{1}{4}$, and 1 doubloon.
Denmark	Crown	Gold	.26, 8	10 and 20 crowns.
Ecuador	Peso	Silver	.82, 3	Peso.
Egypt	Piaster	Gold	.04, 9	5, 10, 25, 50, and 100 piasters.
France	Franc	Gold and silver	.19, 3	5, 10, and 20 francs.
Great Britain	Pound sterling	Gold	4.86, 6 $\frac{1}{2}$	$\frac{1}{4}$ sovereign and sovereign.
Greece	Drachma	Gold and silver	.19, 3	5, 10, 20, 50, and 100 drachmas.
German Empire	Mark	Gold	.23, 8	5, 10, and 20 marks.
India	Rupee of 16 annas	Silver	.39	
Italy	Lira	Gold and silver	.19, 3	5, 10, 20, 50, and 100 lire.
Japan	Yen	Silver	.88, 8	1, 2, 5, 10, and 20 yen, gold, and silver yen.
Liberia	Dollar	Gold	1.00	
Mexico	Dollar	Silver	.89, 4	Peso or dollar, 5, 10, 25, and 50 centavo.
Netherlands	Florin	Gold and silver	.40, 2	
Norway	Crown	Gold	.26, 8	10 and 20 crowns.
Peru	Sol	Silver	.82, 3	Sol.
Portugal	Milreis of 1000 reis	Gold	1.08	2, 5, and 10 milreis.
Russia	Rouble of 100 copecks	Silver	.65, 8	$\frac{1}{2}$, $\frac{1}{4}$, and 1 rouble.
Sandwich Islands	Dollar	Gold	1.00	
Spain	Peseta of 100 centimes	Gold and silver	.19, 3	5, 10, 20, 50, and 100 pesetas.
Sweden	Crown	Gold	.26, 8	10 and 20 crowns.
Switzerland	Franc	Gold and silver	.19, 3	5, 10, and 20 francs.
Tripoli	Mahbub of 20 piasters	Silver	.74, 3	
Turkey	Piaster	Gold	.04, 4	25, 50, 100, 250, and 500 piasters.
United States of Colombia	Peso	Silver	.82, 3	Peso.
Venezuela	Bolivar	Gold and silver	.19, 3	5, 10, 20, 50, and 100 Bolivar.

TREASURY DEPARTMENT,

WASHINGTON, D. C., January 1, 1881.

The foregoing estimation, made by the Director of the Mint, of the value of the foreign coins above mentioned, I hereby proclaim to be the values of such coins expressed in the money of account of the United States, and to be taken in estimating the values of all foreign merchandise, made out in any of said currencies, imported on or after January 1, 1881.

John Sherman

Secretary of the Treasury.

ESTIMATING AND REPORTING THE VALUE OF THE VARIOUS TYPES OF PROPERTY

General Principles

It is in accordance with the provisions of the Act that the following have estimated the value of the property in the same in the manner...

No.	Description of Property	Value	Date	Assessor	Inspector	Remarks
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2	...	...	...	...	...	...
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The following table shows the results of the valuation of the property in the same in the manner...

CIRCULAR.
TELEGRAPHING.

1885.
Department No. 106.
Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., July 10, 1885.

The following communication from the Postmaster-General, prescribing rates to be paid by the Government for telegraphing, for the year ending June 30, 1886, is herewith published for the information of officers of the Treasury Department and others whom it may concern.

DANIEL MANNING,

Secretary.

RATES OF PAY FOR COMMUNICATIONS BY TELEGRAPH.

POST-OFFICE DEPARTMENT,

Washington, D. C., June 26, 1885.

Pursuant to the authority vested in the Postmaster-General by the Act of Congress entitled "An act to aid in the construction of telegraph lines and to secure to the Government the use of the same for postal, military, and other purposes," approved July 24, 1866, and by the Revised Statutes of the United States, Title LXV, I, WILLIAM F. VILAS, Postmaster-General, do hereby fix the rates at which such communications as the said statutes prescribe (not including those passing over circuits established by the Chief Signal Officer of the Army) shall be sent during the fiscal year beginning July 1, 1885, and terminating June 30, 1886, by the several companies within the effect of said statutes, as follows, viz:

For day messages of not exceeding twenty (20) words, exclusive of date, twenty (20) cents for all distances not exceeding one thousand miles, and for each word in addition to twenty, (20,) (excluding date,) one cent for all distances not exceeding one thousand miles.

For distances exceeding one thousand miles, one-tenth the price of the message for one thousand miles, as above provided, to be added for each one hundred miles or fraction thereof of additional distance; fractions of a cent less than half to be disregarded, and half a cent or more to be counted as one cent.

But for no distance shall the price exceed fifty (50) cents for each twenty (20) words, excluding date.

For night messages of not exceeding twenty (20) words, exclusive of date, fifteen (15) cents for all distances below two thousand miles, and for greater distances twenty-five (25) cents, and in each case one cent for each additional word.

In computing distances the shortest practicable route of the company transmitting the message shall in all cases be the basis of computation, and to be determined in cases of difference by the Topographer of the Post-Office Department.

But it is *provided*, That if on the 1st day of July, 1885, or at any time during the ensuing year, any such company shall charge the public a less rate than is herein fixed, the rates here prescribed shall as to such company thenceforth during the year be reduced to the rates so charged to the public.

The rate for all messages in cipher known as the Signal-Service Weather Report shall not exceed three (3) cents for each word sent over each circuit as now or hereafter established by the Chief Signal Officer of the Army; and all messages sent over a circuit shall be dropped at all designated offices therein without additional charge.

The statutes provide that telegrams between the several Departments of the Government and their officers and agents, in their transmission over the lines of any such company, shall have priority over all other business. All officers of the United States sending such telegrams should indorse upon the written message the words "Official Business," and should report to the Postmaster-General any failure to transmit them in such priority and any charge made in excess of the rates above prescribed.

WM. F. VILAS,

Postmaster-General.

Telegraph companies which have accepted the conditions of the Act of July 24, 1866, and which are subject to the provisions of the order of the Postmaster-General fixing Government rates.

The following is a list of telegraph companies that have filed acceptance of the provisions of the act of July 24, 1866, up to the 15th day of February, 1885:

1. The American Submarine Telegraph Company of New York, N. Y. Received and filed July 24, 1866.
2. The National Telegraph Company of New York, N. Y. Received and filed July 30, 1866.
3. The Globe Insulated Lines Telegraph Company of New York, N. Y. Received and filed July 31, 1866.
4. International Telegraph Company of Portland, Me. Received and filed October 6, 1866.
5. The Atlantic and Pacific Telegraph Company of New York, N. Y. Received and filed March 19, 1867.
6. The Franco-American Land and Ocean Telegraph Company of New York, N. Y. Received and filed April 6, 1867.
7. The Globe Telegraph Company of New York. Received and filed May 30, 1867.
8. Mississippi Valley National Telegraph Company of St. Louis, Mo. Received and filed June 4, 1867.
9. Western Union Telegraph Company of New York. Received and filed June 8, 1867.
10. Northwestern Telegraph Company of Kenosha, Wis. Received and filed July 30, 1867.
11. Great Western Telegraph Company of New York. Received and filed January 17, 1868.
12. The Franklin Telegraph Company of Boston, Mass. Received and filed April 4, 1868.
13. The Insulated Lines Telegraph Company of Boston, Mass. Received and filed April 13, 1868.
14. Pacific and Atlantic Telegraph Company of Pittsburgh, Pa. Received and filed July 22, 1868.
15. The Atlantic and Pacific States Telegraph Company of Sacramento, Cal. Received and filed September 7, 1868.
16. The Eastern Telegraph Company of Philadelphia, Pa. Received and filed October 5, 1868.
17. The Delaware River Telegraph Company, Philadelphia, Pa. Received and filed October 23, 1868.
18. Cape May and Shore Telegraph Company, New York City. Received and filed April 2, 1869.
19. Peninsula Telegraph Company, New York City. Received and filed May 9, 1869.
20. Ocean Telegraph Company of Boston, Mass. Received and filed July 15, 1869.
21. The American Cable Company of New York. Received and filed April 15, 1870.
22. Southern and Atlantic Telegraph Company of Philadelphia, Pa. Received and filed July 22, 1870.
23. International Ocean Telegraph Company, New York City. Received and filed January 20, 1871.
24. Missouri River Telegraph Company of Sioux City, Iowa. Received and filed May 3, 1871.
25. The Marine and Inland Telegraph Company of New Jersey, 715 Locust street, Philadelphia. Received and filed November 27, 1872.
26. Atlantic and Pacific Telegraph Company of Missouri. Executive Office 145 Broadway, New York City. Received and filed May 8, 1877.
27. New Jersey and New England Telegraph Company. Received and filed November 21, 1878. Address A. L. Worthington, No. 10 Green street, Trenton, N. J.
28. The American Rapid Telegraph Company, 41 Wall street, New York. Received and filed April 12, 1879. Special rates received and filed April 1, 1881.
29. Central Union Telegraph Company, 145 Broadway, New York. Received and filed May 9, 1879.
30. New York Land and Ocean Telegraph Company. Received and filed May 10, 1879.

31. Deseret Telegraph Company, Salt Lake City, Utah. Received and filed May 19, 1879.
32. American Union Telegraph Company of New York, 145 Broadway, New York. Received and filed June 28, 1879.
33. The American Union Telegraph Company of Missouri, Chas. S. Greeley, President, St. Louis, Mo. Received and filed July 9, 1879.
34. Wabash Railway Company, Cyrus W. Field, President, New York. Received and filed July 11, 1879.
35. The American Union Telegraph Company of New Jersey, D. H. Bates, President, Jersey City, N. J. Received and filed July 17, 1879.
36. The Baltimore and Ohio Railroad Company of Maryland, John W. Garrett, President, Baltimore, Md. Received and filed July 18, 1879.
37. The American Union Telegraph Company of Baltimore City, Md. Received and filed July 31, 1879.
38. The Deer Lodge Telegraph Company of Butte City, Mont. Received and filed August 30, 1879.
39. The American Union Telegraph Company of Pennsylvania, D. H. Bates, President, Philadelphia. Received and filed September 4, 1879.
40. The American Union Telegraph Company of Indiana, La Fayette, Ind. Received and filed September 12, 1879.
41. The Cheyenne and Black Hills Telegraph Company, W. H. Hibbard, Superintendent, Cheyenne, Wyo. Received and filed November 7, 1879.
42. The American Union Telegraph Company of Ohio, Frank B. Swayne, President, Toledo, Ohio. Received and filed November 8, 1879.
43. The American Union Telegraph Company of Louisiana, Ed. Leloup, Secretary, New Orleans, La. Received and filed March 1, 1880.
44. Baltimore and Ohio Telegraph Company of Ohio, Geo. Hoadley, President, Cincinnati, Ohio. Received and filed September 3, 1880.
45. The Wabash, St. Louis and Pacific Railway Company of St. Louis, Mo., Solon Humphreys, President, No. 80 Broadway, New York, N. Y. Received and filed September 13, 1880.
46. Baltimore and Ohio Telegraph Company of Illinois, C. H. Hudson, President, No. 81 South Clark street, Chicago, Ill. Received and filed September 23, 1880.
47. Frontier Telegraph Company of Texas, G. O. Appleby, President, Lampasas, Tex. Received and filed October 25, 1880.
48. Bankers and Merchants' Telegraph Company of New Jersey, J. Heron Coosman, President, No. 58 Broadway, New York, N. Y. Received and filed April 21, 1881.
49. Bankers and Merchants' Telegraph Company of New York, Wm. W. Maris, President, No. 58 Broadway, New York, N. Y. Received and filed June 8, 1881.
50. Mutual Union Telegraph Company of Illinois, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed October 24, 1881.
51. Mutual Union Telegraph Company of Missouri, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed November 14, 1881.
52. New Jersey Mutual Telegraph Company, Jno. H. Walker, Secretary, Newark, N. J. Received and filed November 17, 1881.
53. Bankers and Merchants' Telegraph Company, Wm. W. Maris, President, 58 Broadway, New York. Received and filed December 8, 1881.
54. The Baltimore and Ohio Telegraph Company, Welty McCulloch, Secretary, Pittsburgh, Pa. Received and filed March 6, 1882.
55. East Tennessee Telephone Company, D. J. Carson, Secretary, New York. Received and filed May 31, 1882.
56. Southern Telegraph Company, James F. Cox, President, 48 Exchange Place, New York. Received and filed August 4, 1882.
57. Postal Telegraph Company, A. W. Beard, President, 2 Wall street, New York. Received and filed August 31, 1882.
58. Bankers and Merchants' Telegraph Company of Baltimore City, J. G. Case, Secretary, 58 Broadway, New York. Received and filed December 14, 1882.
59. Mutual Union Telegraph Company of New York, John G. Moore, President. Received and filed March 5, 1883.
60. The Baltimore and Ohio Telegraph Company in Pennsylvania, J. B. Washington, Secretary, Pittsburgh, Pa. Received and filed March 17, 1883.
61. The Baltimore and Ohio Telegraph Company of Indiana, Geo. P. Frick, President; Dan'l T. Downey, Secretary. Received and filed July 17, 1883.
62. The Baltimore and Ohio Telegraph Company of the State of New York, Geo. P. Frick, President; Edward R. Golliday, Secretary. Received and filed July 17, 1883.
63. The Northern and Southern Telegraph Company, corner State and Bridge streets, New York City, John F. Davis, President; Wm. H. Harfield, Secretary. Received and filed September 28, 1883.
64. Baltimore and Ohio Telegraph Company of New Jersey, Geo. P. Frick, President; Edward R. Golliday, Secretary. Received and filed November 7, 1883.

65. National Telegraph Company of New York, Calvin S. Boice, President; F. E. Worcester, Secretary.
Received and filed January 31, 1884.
66. Philadelphia and Seaboard Telegraph Company of New Jersey, Milton Copperthwaite, Secretary.
Received and filed February 23, 1884.
67. Providence and Pascoag Telegraph Company of Rhode Island, D. H. Bates, President; F. Jessen,
Secretary. Received and filed July 10, 1884.
68. Baltimore and Ohio Telegraph Company of Missouri, Geo. P. Frick, President. Received and filed
July 18, 1884.
69. Baltimore and Ohio Telegraph Company of Louisiana, D. H. Bates, President. Received and filed
July 25, 1884.
70. The New England Telegraph Company, F. A. McKeone, President. Received and filed July 26, 1884.
71. The Baltimore and Ohio Telegraph Company of Texas, D. H. Bates, President. Received and filed
August 13, 1884.
72. The New England Telegraph Company of Massachusetts, Dan. S. Robeson, New York, Vice-President.
Received and filed September 5, 1884.
73. The Chesapeake and Ohio Telegraph Lines, C. W. Smith, General Manager, Richmond, Va. Received
and filed September 29, 1884.
74. The Baltimore and Ohio Telegraph Company of Massachusetts, D. H. Bates, President. Received
and filed December 15, 1884.
75. The Postal Telegraph and Cable Company, Henry Rosener, 2d Vice-President. Received and filed
January 29, 1885.

CIRCULAR.
ASSAYS OF ORES, ETC.

1885.
Department No. 134.
Bureau of the Mint, No. 7.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., September 8, 1885.

Assaying and chemical analysis of ores and of furnace by-products at the Mints and Assay Offices of the United States will be discontinued.

The mechanical preparation or pulverizing of ores or other minerals, mattes and slags shall be done upon the premises of the Mints and Assay Offices only when a part of the technical processes of these institutions, or when in the course of their regular business.

Assaying or chemical work in a private professional capacity at the hands of officers of the U. S. Mints and Assay Offices, shall not be performed upon the premises of these institutions.

Professional cards and certificates of assay or analysis should be without official captions or signatures. No professional signs shall be displayed upon the premises of the Mints and Assay Offices.

The above provisions will also apply to the Laboratory of the Bureau of the Mint.

All provisions in the general "Instructions and Regulations in relation to the Transaction of Business at the Mints and Assay Offices of the United States," June 25, 1881, inconsistent with this Circular are hereby revoked.

JAS. P. KIMBALL,

Director.

Approved:

DANIEL MANNING,

Secretary.

Treasury Department,

BUREAU OF THE MINT,

(Circular)

Washington, D. C.,

September 11

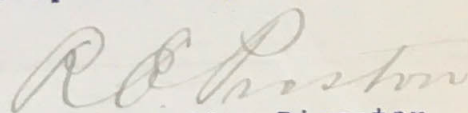
, 1885

Sir:

Herewith is transmitted for your information and guidance printed copy of Department Circular No. 134, September 8, 1885, approved by the Secretary of the Treasury, amending the "Instructions and Regulations in relation to the transaction of business at the Mints and Assay Offices of the United States" of June 25, 1881, by revoking all inconsistent provisions relating to assays and analyses of ores, which will be discontinued, and providing that assaying and other chemical work in a private professional capacity, &c., shall not be performed at the Mints and Assay Offices of the United States, nor at the Laboratory of this Bureau.

You will please acknowledge the receipt of the Circular.

Very respectfully,


Acting Director.

Posey S. Wilson, Esq.,

Assayer U. S. Mint,

Denver.

ESTIMATES OF APPROPRIATIONS.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., August 1, 1885.

SIR:

I have the honor to transmit herewith blank forms for Estimates of Appropriations, in accordance with the plan of publication adopted and used in the Book of Estimates in conformity to law.

The blanks contain specific instructions as to the manner in which they should be filled, and a strict compliance therewith will greatly facilitate the labor of this Department and of the Committees on Appropriations.

Blank No. 1 should be used in submitting estimates required for the service of the fiscal year ending June 30, 1887; Blank No. 2, for deficiencies in appropriations; and Blank No. 3, for estimates for the payment of claims allowed by the accounting officers.

Additional blanks may be had on application to this Office; also, printed copies of the Estimates submitted to the last session of Congress for your Department.

These estimates should be transmitted to the Treasury Department *on or before the first of October next*, in accordance with the following paragraph from the Act of March 3, 1875, (18 Statutes, chapter 129, page 370:)

"SEC. 3. That it shall be the duty of the heads of the several Executive Departments, and of other officers authorized or required to make estimates, to furnish to the Secretary of the Treasury, on or before the first day of October of each year, their annual estimates for the public service, to be included in the Book of Estimates prepared by law under his direction; and the Secretary of the Treasury shall submit, as a part of the appendix to the Book of Estimates, such extracts from the annual reports of the several heads of Departments and Bureaus as relate to Estimates for Appropriations, and the necessities therefor."

Attention is invited in this connection to the requirement of section 2 of the Deficiency Act, approved July 7, 1884, (23 Stat., 254,) as follows: "And hereafter *all* Estimates of Appropriations and Estimates of Deficiencies in Appropriations, intended for the consideration and seeking the action of *any* of the Committees of Congress, shall be transmitted to Congress through the Secretary of the Treasury, *and in no other manner.*"

DANIEL MANNING,

Secretary.

CIRCULAR.

ASSAYS OF ORES, ETC.

1885.

Department No. 134.

Bureau of the Mint, No. 7.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., September 8, 1885.

Assaying and chemical analysis of ores and of furnace by-products at the Mints and Assay Offices of the United States will be discontinued.

The mechanical preparation or pulverizing of ores or other minerals, mattes and slags shall be done upon the premises of the Mints and Assay Offices only when a part of the technical processes of these institutions, or when in the course of their regular business.

Assaying or chemical work in a private professional capacity at the hands of officers of the U. S. Mints and Assay Offices, shall not be performed upon the premises of these institutions.

Professional cards and certificates of assay or analysis should be without official captions or signatures. No professional signs shall be displayed upon the premises of the Mints and Assay Offices.

The above provisions will also apply to the Laboratory of the Bureau of the Mint.

All provisions in the general "Instructions and Regulations in relation to the Transaction of Business at the Mints and Assay Offices of the United States," June 25, 1881, inconsistent with this Circular are hereby revoked.

JAS. P. KIMBALL,
Director.

Approved:

DANIEL MANNING,
Secretary.

CIRCULAR.

VALUES OF FOREIGN COINS.

1886.

Department No. 1.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., January 1, 1886.

Hon. DANIEL MANNING,

Secretary of the Treasury.

SIR: In pursuance of the provisions of section 3564 of the Revised Statutes of the United States, I have estimated the values of the standard coins of the various nations of the world, and submit the same in the following table:

ESTIMATE OF VALUES OF FOREIGN COINS.

NOTE.—The "Standard" of a given country is indicated as follows, namely: *Double*, where its standard silver coins are unlimited legal tender, the same as its gold coins; *Single gold* or *Single silver*, as its standard coins of one or of the other metal are unlimited legal tender. The par of exchange of the monetary unit of a country with a single gold, or a double, standard is fixed at the value of the gold unit as compared with the United States gold unit. In the case of a country with a single silver standard, the par of exchange is computed at the mean price of silver in the London market for the three months ending December 24, 1885, as per daily cable despatches to the Bureau of the Mint.

COUNTRY.	MONETARY UNIT.	STANDARD.	Par of exchange or equivalent value in terms of U. S. gold dollar.	COINS.
Argentine Republic.....	Peso.....	Double.....	\$0.965	Gold: ½ argentine and argentine. Silver: peso and divisions.
Austria.....	Florin.....	Single silver.....	.37,1	Gold: 4 and 8 florin, 1 and 4 ducat. Silver: 1 and 2 florin.
Belgium.....	Franc.....	Double.....	.19,3	Gold: 10 and 20 franc. Silver: 5 franc.
Bolivia.....	Boliviano.....	Single silver.....	.75,1	Boliviano and divisions.
Brazil.....	Milreis of 1,000 reis.....	Single gold.....	.54,6	Gold: 5, 10, and 20 milreis. Silver: ½, 1, and 2 milreis.
British Possessions N. A.....	Dollar.....	Single gold.....	1.00	Gold: escudo, doubloon, and condor. Silver: peso and divisions.
Chili.....	Peso.....	Double.....	.91,2	Gold: doubloon. Silver: peso.
Cuba.....	Peso.....	Double.....	.93,2	Gold: 10 and 20 crowns.
Denmark.....	Crown.....	Single gold.....	.26,8	Peso.
Ecuador.....	Peso.....	Single silver.....	.75,1	Gold: 25, 50, and 100 piastres.
Egypt.....	Piastre.....	Single gold.....	.04,9	Gold: 5, 10, 20, 40, 50, and 100 francs. Silver: 5 franc.
France.....	Franc.....	Double.....	.19,3	Gold: 5, 10, and 20 marks.
German Empire.....	Mark.....	Single gold.....	.23,8	Gold: ½ and 1 sovereign.
Great Britain.....	Pound sterling.....	Single gold.....	4.86,6½	Gold: 5, 10, 20, 50, and 100 drachmas. Silver: 5 drachma.
Greece.....	Drachma.....	Double.....	.19,3	Gold: 1, 2, 5, and 10 gourdes. Silver: gourde.
Hayti.....	Gourde.....	Single silver.....	.96,5	Gold: 1, 2, 5, and 10 milreis. Silver: ¼, ½, and 1 rupee.
India.....	Rupee of 16 annas.....	Double.....	.35,7	Gold: ½, ¾, and mohur. Silver: 5 liras.
Italy.....	Lira.....	Single silver.....	.19,3	Gold: 5, 10, 20, 50, and 100 liras. Silver: 5 liras.
Japan.....	Yen.....	Double.....	.81,0	Gold: 1, 2, 5, 10, and 20 yen. Silver: yen.
Liberia.....	Dollar.....	Single gold.....	1.00	Gold: 1, 2½, 5, 10, and 20 pesos. Silver: peso and divisions.
Mexico.....	Dollar.....	Single silver.....	.81,6	Gold: 10 florin, ducat, and double ducat. Silver: ½, 1, and 2½ florin.
Netherlands.....	Florin.....	Double.....	.40,2	Gold: 10 and 20 crowns.
Norway.....	Crown.....	Single gold.....	.26,8	Gold: 1, 2, 5, 10, and 20 sol. Silver: sol and divisions.
Peru.....	Sol.....	Single silver.....	.75,1	Gold: 1, 2, 5, and 10 milreis.
Portugal.....	Milreis of 1,000 reis.....	Single gold.....	1.08	Gold: 1, 2, 5, and 10 milreis. Silver: ¼, ½, and 1 rouble.
Russia.....	Rouble of 100 copecks.....	Single silver.....	.60,1	Gold: 3 and 5 roubles. Silver: 5 peseta.
Spain.....	Peseta of 100 centimes.....	Double.....	.19,3	Gold: 2, 4, and 10 escudos. Silver: 5 peseta.
Sweden.....	Crown.....	Single gold.....	.26,8	Gold: 10 and 20 crowns.
Switzerland.....	Franc.....	Double.....	.19,3	Silver: 5 franc.
Tripoli.....	Mahbub of 20 piastres.....	Single silver.....	.67,7	Gold: 25, 50, 100, 250, and 500 piastres.
Turkey.....	Piastre.....	Single gold.....	.04,4	Gold: 10 and 20 pesos. Silver: peso.
United States Colombia.....	Peso.....	Single silver.....	.75,1	Gold: 5, 10, 20, 50, and 100 bolivars. Silver: bolivar.
Venezuela.....	Bolivar.....	Double.....	.19,3	

Very respectfully,

JAS. P. KIMBALL,

Director.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., January 1, 1886.

The foregoing estimation, made by the Director of the Mint, of the value of the foreign coins above mentioned, I hereby proclaim to be the values of such coins expressed in the money of account of the United States, and to be taken in estimating the values of all foreign merchandise, made out in any of said metallic currencies, imported on or after January 1, 1886.

DANIEL MANNING,

Secretary of the Treasury.

NOTICE.

ISSUE OF STANDARD SILVER DOLLARS, SILVER CERTIFICATES, AND FRACTIONAL SILVER COIN.

STANDARD SILVER DOLLARS are forwarded by the Mint by express, at the expense of the Mint, in sums of \$500, or any multiple thereof, and by the Treasurer by registered mail, free of charge, in sums of \$65, or any multiple thereof, at the risk of the party to whom sent—

I. Upon the receipt by the Treasurer of an original certificate issued by any Assistant Treasurer or National-Bank Depositary that a deposit of Currency or Gold Coin has been made to the credit of the Treasurer in general account. Deposits with the Assistant Treasurer in New York may be made by drafts payable to his order, and collectible through the Clearing-House, forwarded directly to him, with instructions to deposit the amounts on account of Standard Silver Dollars, and to forward the certificates therefor to the Treasurer.

II. Upon the receipt by the Treasurer of United States Notes, Fractional Currency, Fractional Silver Coin, or National-Bank Notes.

III. Upon the receipt and collection of a draft on New York, payable to the order of the Treasurer of the United States, and collectible through the Clearing-House.

STANDARD SILVER DOLLARS are also sent by express, at the expense of the Mint, in sums of \$500, or any multiple thereof, directly from the Mint in NEW ORLEANS, PHILADELPHIA, or SAN FRANCISCO, for deposits of Currency or Gold Coin with the Assistant Treasurer in the same city.

SILVER CERTIFICATES.—Upon the receipt by the Treasurer of an original certificate issued by the Assistant Treasurer United States at New York that there has been deposited with him Gold Coin in the sum of \$500 or any multiple thereof, payment of a like amount in Silver Certificates will be directed to be made by any Assistant Treasurer of the United States that the depositor may designate; or the Certificates will be forwarded by express by such Assistant Treasurer to any point designated by the depositor, at the expense of the Consignee.

Silver Certificates will be furnished in exchange for Gold Coin by any Assistant Treasurer of the United States.

FRACTIONAL SILVER COIN is forwarded by the Treasurer by express, at the expense of the Government, in sums of \$500, or any multiple thereof, or by registered mail, free of charge, in sums of \$70, or any multiple thereof, at the risk of the party to whom sent—

I. Upon the receipt by him of an original certificate issued by any Assistant Treasurer or National-Bank Depositary that a deposit of Currency or Gold Coin has been made to the credit of the Treasurer in general account. Deposits with the Assistant Treasurer in New York may be made by drafts payable to his order, and collectible through the Clearing-House, forwarded directly to him, with instructions to deposit the amounts on account of Fractional Silver Coin, and to forward the certificates therefor to the Treasurer.

II. Upon the receipt by him of United States Notes or National-Bank Notes.

III. Upon the receipt and collection of a draft on New York, payable to the order of the Treasurer of the United States, and collectible through the Clearing-House.

A. U. WYMAN,
Treasurer U. S.

TREASURY OF THE UNITED STATES,
Washington, D. C., August 15, 1883.

CIRCULAR.
METHOD FOR ASCERTAINING THE ALLOY CHARGE.

TREASURY DEPARTMENT,
BUREAU OF THE MINT,
Washington, D. C., December 21, 1882.

*To Superintendents and Officers in Charge of
United States Mints and Assay Offices:*

In computing the alloy charge upon bullion to be paid for in gold coin, and containing both gold and sufficient silver (over $\frac{100}{1000}$) to require parting or refining, the number of ounces of copper required will be ascertained by taking $\frac{1}{10} - \frac{1}{99} = \frac{89}{990}$, or, practically, (except for large deposits,) $\frac{1}{11}$ of the ounces of gold at standard fineness contained in the deposit.

On gold bullion deposited for gold coin, and not requiring parting or refining, the alloy charge will be imposed for $\frac{1}{10}$ of the number of ounces of gold of standard fineness contained in the deposit, less the number of ounces of copper and silver contained therein.

HORATIO C. BURCHARD,
Director.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., May 10, 1883.

Custodian

*U. S. Branch Mint Building
Denver Col.*

Sir:

Your attention is invited to the requirements of Rule III of the Rules promulgated by the President for the regulation and improvement of the executive civil service, which Rule is as follows:

RULE III.

"It shall be the duty of Collectors, Postmasters, Assistant Treasurers, Naval Officers, Surveyors, Appraisers, and Custodians of Public Buildings, at places where examinations are to be held, to allow and arrange for the reasonable use of suitable rooms in the public buildings in their charge, and for heating, lighting, and furnishing the same, for the purposes of such examinations; and all other executive officers shall in all legal and proper ways facilitate such examinations and the execution of these rules."

You will cause the above requirements to be faithfully and promptly carried out.

Very respectfully,

CHAS. J. FOLGER,

Secretary.

CIRCULAR.
REQUISITIONS FOR STATIONERY.

[AMENDING CIRCULAR NO. 151 OF 1876.]

1884.

Department No. 60.

Secretary's Office—(S., P., and B.)

Treasury Department,

Washington, D. C., April 23, 1884.

In making requisitions, the following regulations must be observed, a non-conformity with which will cause their return for correction:

I. Officers will order as follows:

Monthly.—Officers of the customs at New York.

Quarterly.—Officers of the customs at Boston, Philadelphia, Baltimore, Chicago, New Orleans, and San Francisco.

Semi-annually, (January 1 and July 1.)—Officers of the customs at all ports not named above, Treasury Special Agents, Assistant Treasurers, Mint and Assay Officers; Light-House Engineers and Inspectors; Officers of the Internal Revenue, Revenue Marine, Life-Saving, and Marine-Hospital Services; and Superintendents of Construction and Custodians of U. S. Public Buildings. (The time of forwarding these requisitions must not be confounded with the periods named in Department Circular No. 113, of 1881, for ordering books and blanks.)

Annually, (July 1.)—Supervising and Local Inspectors of Steam-Vessels.

Should additional stationery be required before the prescribed time for making requisition, one for the succeeding period may be forwarded, the object being to limit requisitions to the prescribed number. Supplemental or special requisitions should be made only when imperatively necessary. In order to give ample time for the printing of paper and envelopes, requisitions including these items may be forwarded one month in advance of prescribed time. As ink and mucilage cannot be shipped with safety during the winter months, a full year's supply thereof must be ordered in the July requisitions, which must also include a complete inventory of supplies on hand, specifying such as are in use, and those unused.

The interlining or changing of requisition forms should be avoided as far as possible, and the directions printed thereon must be strictly observed. Should spaces be found insufficient for explanations, they may be written on a separate sheet, and enclosed.

When samples are enclosed in requisitions, they should be fastened thereto, to prevent their being lost in the opening and distribution of the mail.

Blank books, blank forms, Department circulars, synopses of decisions, or office furniture, must not be included in requisitions for stationery.

II. When Stationery is forwarded by *express*, the charges thereon are *invariably prepaid*; but on all shipments by *freight* the charges are to be paid by the officer receiving the goods, who will forward the receipts, as vouchers, with his account of contingent expenses, (except in the case of customs officers, who will first forward the freight-bills, with a request for authority to pay the same.) As an arrangement exists with the War Department, to transport all freight to points west of Chicago, this section is, in case of freight so shipped, inoperative, as bills for the same are rendered by the Quartermaster-General to, and are paid by, this Department.

III. All rules and regulations heretofore issued which conflict with the provisions of this Circular are hereby rescinded.

H. F. FRENCH,
Acting Secretary.

CIRCULAR.

REQUISITIONS FOR PRINTING, BINDING, &c.

[Superseding all previous Regulations on the subject.]

1885.

Department No. 61.

Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., May 9, 1885.

To all Officers, Clerks, and Employes of the Treasury Department:

To secure uniformity and economy in publishing circulars, reports, &c., in printing blanks, and in printing and binding blank books, and to prevent confusion in their use, a strict compliance with the following regulations is hereby enjoined upon all officers of the Department:

I. Blank books should be ordered at least two months, and blanks and other printing one month, before needed for use.

II. A year's supply of established forms of books and blanks should be ordered at a time.

III. No requisition shall be for more than one form.

IV. No requisition will be advanced or made special, except in case of absolute and unavoidable necessity.

V. The title of each blank book will be written on requisition, but *directions for making books will appear in detail on the copy*, and must specify—1. The number of leaves or openings required. 2. The style of binding desired, *i. e.*, whether *Russia ends and bands; †half Russia, patent back; ‡half Russia, plain, cloth sides; §half Russia, plain, paper sides; or §board covers, cut flush. 3. Specific instructions for titling, paging, indexing, tagging, canvas covering, &c.

VI. Blank books and blanks must conform as nearly as practicable to the following standard sizes of paper (or fractional divisions thereof) used at the office of the Public Printer:

Double Folio.....	22 by 34 inches.	Royal.....	19 by 24 inches.
Imperial.....	22½ by 31 "	Medium.....	18 by 23 "
Super-royal.....	20 by 28 "	Folio.....	17 by 22 "
Double Demy.....	20½ by 32 "	Demy.....	16 by 20½ "
Double Cap.....	17 by 28 "	Cap.....	14 by 17 "
Double Cap.....	16½ by 26 "	Cap.....	13 by 16½ "

VII. Each blank book must have printed, on the back or side, its title, the serial number of the volume, the name of the division and office in which it is to be used, and the name of the Department; and, whenever practicable, the heading of each page will distinctly show the character of the transactions to be entered, and the sub-headings of columns should be sufficiently full to clearly indicate their purpose.

* Suitable for books of 250 leaves or more.

† Suitable for books of from 175 to 250 leaves.

‡ Suitable for books of from 88 to 175 leaves.

§ Suitable for books of less than 88 leaves, which are not subjected to much handling.

To secure uniformity and economy, and to prevent confusion.

Time required for making books and printing blanks.

Quantity to be ordered.

Contents of requisitions.

No requisition made special, except.

Title of each book to be written on requisition, but directions for making will appear on copy.

Styles of binding, &c.

Books and blanks must conform to standard sizes of paper.

Title, &c., to be printed on back or side of blank book.

Headings and sub-headings must indicate their purpose.

To avoid mutilation of books.

Printed books can be bound only in cloth or sheep.

Different kinds of sheep binding.

Directions for titling, &c., should be sent with material.

A heading, serial number, &c., must be printed on every blank.

A brief heading must be printed on each circular, &c.

Only the Nos. of blanks need appear on requisitions, &c.

When color or kind of ink desired should be stated on copy.

Copy must be thoroughly prepared, &c.

Proofs should be promptly examined and returned.

Reports should be ordered sparingly.

Clerks should familiarize themselves with details of work.

VIII. To avoid the mutilation of the books of the Department, loose sheets of each form should be kept on hand, to be used as printer's copy when ordering new supplies.

IX. Printed books can, under the law, be bound only in cloth or sheep. When sheep binding is deemed necessary, the particular style desired should be specified *on the requisition*, i. e., either full sheep, (light or dark;) half sheep, (light or dark,) cloth sides; or half sheep, (light or dark,) paper sides. Directions for titling should accompany the material to be bound; and, when it is deemed important to have lettering, &c., agree with the previous volumes of a series, a sample ought also to be sent with the material.

X. Every blank, when printed, must have a serial number and a brief heading, and should also contain the name of the office (with the name of the division, in case of the Secretary's office) in which it is to be used.

XI. Each circular, circular letter, report, or other printed document, must have a brief heading showing its contents or the use to which it is to be applied.

XII. In ordering blanks, the numbers only need be written on requisitions. Necessary instructions for the printer should appear on the copy.

XIII. When it is desired that a form be printed in other than ordinary black ink, the particular color or kind should be specified on the copy.

XIV. All copy should be carefully and thoroughly prepared—to avoid, as far as possible, alterations in proof; and, to enable the Public Printer to furnish the estimates of cost required by law, the copy must invariably accompany requisitions.

XV. Proofs should be promptly examined and returned to the Division of Stationery, Printing, and Blanks, *in the envelopes or jackets in which they are received from the printer.*

XVI. Heads of bureaus, in making requisitions for their annual and other reports authorized to be printed, should not order more copies than necessity actually demands. The appropriation for printing and binding for the Department is limited; and rigid economy is required in its expenditure.

In order that these instructions may be intelligently carried out, the clerks in each bureau of the Department and division of the Secretary's office to whom the duty of preparing copy and making requisitions is assigned, should be required to familiarize themselves with the technicalities and details of the work.

DANIEL MANNING,

Secretary.

Extracts from the Law relating to Public Printing and Binding.

"All printing, binding, and blank books for the * * * Executive * * * Departments, shall be done at the Government Printing Office, except in cases otherwise provided by law."—(Sec. 3786, *Revised Statutes*.)

"The forms and style in which the printing or binding ordered by any of the Departments shall be executed, the materials and size of type to be used, shall be determined by the Congressional Printer, having proper regard to economy, workmanship, and the purposes for which the work is needed."—(Sec. 3790, *Revised Statutes*.)

"* * * That it shall not be lawful for the head of any Executive Department, or of any bureau, branch, or office of the Government, to cause to be printed, nor shall the Public Printer print, any document or matter of any character whatever except that which is authorized by law and necessary to administer the public business, nor shall any bureau officer embrace in his annual or other report to be printed any matter not directly pertaining to the duties of his office as prescribed by law."—(Act July 7, 1884.)

"The head of each Department * * * shall furnish to the Congressional Printer copies of the documents usually accompanying his annual report, on or before the first day of November in each year, and a copy of his annual report on or before the third Monday in November in each year."—(Sec. 196, *Revised Statutes*.)

"* * * That no expensive maps or illustrations shall be printed without the special order of Congress."—(Act June 23, 1874.)

"* * * And hereafter no binding shall be done for any Department of the Government except in plain sheep or cloth, and no books shall be printed and bound except when the same shall be ordered by Congress, or are authorized by law, except a Department. * * *"—(Act June 20, 1878.)

C I R C U L A R.
A D V E R T I S I N G F O R P R O P O S A L S.

1886.
Department No. 19.

Treasury Department,

OFFICE OF THE FIRST AUDITOR,

Washington, D C., February 18, 1886.

The attention of Disbursing Officers is called to the following Section of the Revised Statutes:

"SEC. 3709. All purchases and contracts for supplies or services, in any of the Departments of the Government, except for personal services, shall be made by advertising a sufficient time previously for proposals respecting the same, when the public exigencies do not require the immediate delivery of the articles, or performance of the service. When immediate delivery or performance is required by the public exigency, the articles or service required may be procured by open purchase or contract, at the places and in the manner in which such articles are usually bought and sold, or such services engaged, between individuals."

Hereafter no credit will be given or allowance made, in any account which shall be examined by this Office, for the purchase of any article or the payment for any service, except personal services, unless the voucher therefor is accompanied by a certificate, signed by an officer having knowledge of the facts, that advertisement was duly made for proposals therefor, and showing the date and mode of such advertising; or, unless such article was purchased or such service engaged in a case of public exigency requiring immediate delivery or performance, and the fact of such exigency be established by a certificate signed by the officer granting the authority therefor.

I am, very respectfully,

Your obedient servant,

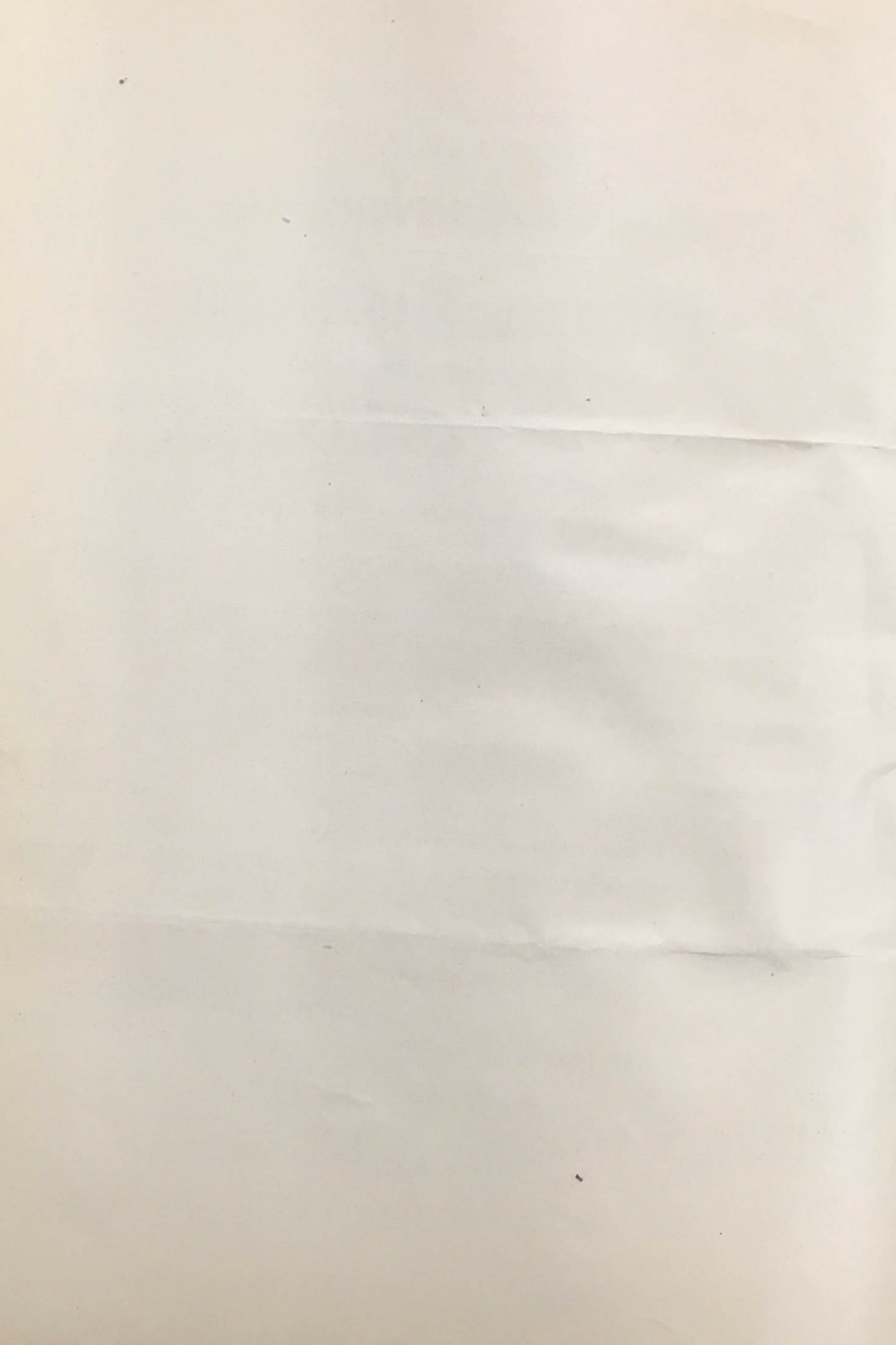
JAMES Q. CHENOWETH,

First Auditor.

Approved:

M. J. DURHAM,

Comptroller.



CIRCULAR.

TRANSACTION OF BUSINESS BY CORRESPONDENCE.

1886.

Department No. 33.

Bureau of the Mint, No. 9.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., March 20, 1886.

It is desirable that all business between the Bureau of the Mint and the several institutions under its jurisdiction be on record.

Whatever business may be transacted verbally at the institutions themselves on occasions of personal visits by the Director of the Mint, or by officers detailed from the Bureau of the Mint, will not be considered complete until confirmed by letter in the regular course of official communication.

The same rule will be observed whenever business is verbally transacted at the Bureau of the Mint by officers of the several Mints and Assay Offices.

It will be obvious to all concerned that matters of detail and precision, such as relate to the Mint Service, should not be open to any question of personal memory or accuracy.

JAMES P. KIMBALL,

Director of the Mint.

Approved:

DANIEL MANNING,

Secretary.

Treasury Department,

BUREAU OF THE MINT,

Circular. Washington, D. C., April 27th, 1886.

The Auditing and Accounting Officers of the Department having decided that payments of vouchers, for services, from appropriations for Contingent Expenses are irregular and unlawful, Superintendents and Assayers-in-charge of institutions, reporting to this Bureau, are hereby directed to make payments of this kind, in future, from the appropriation for Wages of Workmen, even if the nature of the service performed is of an incidental or contingent character.

Treasury Department,

BUREAU OF THE MINT,

....., 188 .

Director.

No. of Enclosures,

In the case of a mixed voucher, in which both material and labor appear the expenditure will be charged against the appropriation for Contingent Expenses,

James T. Winhall
Director of the Mint

Assayer-in-charge,
Denver, Col.

Treasury Department,

BUREAU OF THE MINT,

....., 188 .

Director.

No. of Enclosures,

CIRCULAR.

INDORSEMENT AND PAYMENT OF TREASURY DRAFTS AND POST-OFFICE DEPARTMENT WARRANTS.

1884.

Department No. 108.

Treasurer's Office No 48.

Treasury of the United States,

Washington, D. C., July 15, 1884.

Treasury Drafts and Post-Office Warrants must not be paid until the indorsements conform to the following regulations:

1. The name of the payee, as indorsed, must correspond in spelling with that on the face of the draft; no guarantee of an indorsement, imperfect in itself, can be accepted. If the name of a payee, as written on the face of a draft, is spelled incorrectly, the draft should be returned to the Treasurer U. S. for correction.

2. Indorsements by mark (X) must be witnessed by two persons who can write, giving their places of residence.

3. Indorsements by executors, administrators, guardians, or other fiduciaries must be accompanied by certified copies, under seal, of letters testamentary, letters of administration, of guardianship, or other evidence of fiduciary character, as the case may be.

4. Payees and indorsees must indorse by their own hands: officials, officially with full title; firms, the usual firm-signature by a member of the firm, not by a clerk or other person for the firm.

5. Every indorsement must be by the proper written (not printed) signature of the person whose indorsement is required.

6. Powers of attorney for the indorsement of drafts in payment of claims must state the number, date, and amount of draft, and number and kind of warrant, and be dated subsequently to the date of the drafts; must be witnessed by two persons, and must be acknowledged by the constituent before the Treasurer of the United States or an Assistant Treasurer, a Judge or Clerk of a District Court of the United States, a Collector of Customs, a Notary Public under his seal, or a Justice of the Peace in those States only in which such Justice has authority to take acknowledgments of deeds, or Commissioner of Deeds; if before either of the two latter, the certificate and seal of the County Clerk as to the official character and signature of the Justice or Commissioner is required. If executed in a foreign country, the acknowledgment must be made before a Notary Public, with his seal attached, or a U. S. Consul or Minister. The officer taking the acknowledgment must certify that the letter of attorney was read and fully explained to the constituent at the time of acknowledgment, and that said constituent is personally well known to him to be the identical person named in and who subscribed his name to said power of attorney. (See Revised Statutes, Secs. 1778 and 3477.)

7. Evidence of authority to indorse for incorporated or unincorporated companies must accompany drafts drawn or indorsed to the order of such companies or associations. Such evidence should be in the form of an extract from the by-laws or records of the company or association, showing the authority of

If the required authority is not contained in the by-laws or records it should be conferred by a special resolution of the Board of Directors

the officer to indorse and receive and receipt for moneys for the company, and giving his name and the date of his election or appointment, which extract must be verified by a certificate under seal signed by the President and Secretary, or by one of these officers and not less than two of the directors; which certificate must state that such authority remains unrevoked and unchanged. If the company have no seal, the extract should be certified as correct by a Notary Public or other competent officer under his seal. When a resolution is adopted at a special meeting of Directors, it must be shown that all had notice of the time and place of such meeting, and that a quorum assented to the resolution.

N.B. 8. In cases where an individual or a copartnership is doing business under a company title, the affidavit of the owner or of the members of the copartnership will be required, showing the fact of ownership and naming the person who is authorized to indorse and receive and receipt for moneys for the owners.

9. The indorsement of all the joint holders or co-trustees, executors, administrators, guardians, or other fiduciaries will be required on drafts, and in the execution of a power to a third party to collect, all must join. In case of the death of either, the survivors will be recognized as having full authority, upon due proof of such death and survivorship.

APPROVED, July 15, 1884:

WM. LAWRENCE,
Comptroller.

A. U. WYMAN,
Treasurer U. S.

APPROVED:

CHAS. J. FOLGER,
Secretary of the Treasury.

CIRCULAR.
TELEGRAPHING.

1886.
Department No. 85.
Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., July 6, 1886.

The following communication from the Postmaster-General, prescribing rates to be paid by the Government for telegraphing, for the year ending June 30, 1887, is herewith published for the information of officers of the Treasury Department and others whom it may concern.

C. S. FAIRCHILD,

Acting Secretary.

RATES OF PAY FOR COMMUNICATIONS BY TELEGRAPH.

POST-OFFICE DEPARTMENT,
Washington, D. C., June 28, 1886.

Pursuant to the authority vested in the Postmaster-General by the Act of Congress entitled "An act to aid in the construction of telegraph lines, and to secure to the Government the use of the same for postal, military, and other purposes," approved July 24, 1866, and by the Revised Statutes of the United States, Title LXV, I, WILLIAM F. VILAS, Postmaster-General, do hereby fix the rates at which such communications as the said statutes prescribe (not including those passing over circuits established by the Chief Signal Officer of the Army) shall be sent during the fiscal year beginning July 1, 1886, and terminating June 30, 1887, by the several companies within the effect of said statutes, as follows, viz:

For day messages of not exceeding twenty (20) words, exclusive of date, twenty (20) cents for all distances not exceeding one thousand miles, and for each word in addition to twenty, (20,) excluding date, one cent for all distances not exceeding one thousand miles.

For distances exceeding one thousand miles, one-tenth the price of the message for one thousand miles, as above provided, to be added for each one hundred miles or fraction thereof of additional distance; fractions of a cent less than half to be disregarded, and half a cent or more to be counted as one cent.

But for no distance shall the price exceed fifty (50) cents for each twenty (20) words, exclusive of date.

For night messages of not exceeding twenty (20) words, exclusive of date, fifteen (15) cents for all distances below two thousand miles, and for greater distances twenty-five (25) cents, and in each case one cent for each additional word.

In computing distances, the shortest practicable route of the company transmitting the message shall in all cases be the basis of computation, and to be determined in cases of difference by the Topographer of the Post-Office Department.

But it is *provided*, that if on the 1st day of July, 1886, or at any time during the ensuing year, any such company shall charge the public for a message of ten words or less, exclusive of the date, address, and signature, a less rate than is herein fixed for twenty words exclusive of date, the rates here prescribed shall as to such company thenceforth during the year be reduced to the rates so charged to the public.

The rate for all messages in cipher known as the Signal Service Weather Report shall not exceed three (3) cents for each word sent over each circuit as now or hereafter established by the Chief Signal

Officer of the Army; and all messages sent over a circuit shall be dropped at all designated offices therein without additional charge.

The statutes provide that telegrams between the several Departments of the Government and their officers and agents, in their transmission over the lines of any such company, shall have priority over all other business. All officers of the United States sending such telegrams should indorse upon the written message the words "Official Business," and should report to the Postmaster-General any failure to transmit them in such priority and any charge made in excess of the rates above prescribed.

Each company will be allowed to charge for messages received from another line at the same rate as if received from the Government direct for transmission over its own line.

WILLIAM F. VILAS,
Postmaster-General.

Telegraph Companies which have accepted the conditions of the Act of July 24, 1866, and which are subject to the Provisions of the Order of the Postmaster-General fixing Government rates.

The following is a list of telegraph companies that have filed acceptance of the provisions of the act of July 24, 1866, up to the 19th day of June, 1886:

1. The American Submarine Telegraph Company of New York, N. Y. Received and filed July 24, 1866.
2. The National Telegraph Company of New York, N. Y. Received and filed July 30, 1866.
3. The Globe Insulated Lines Telegraph Company of New York, N. Y. Received and filed July 31, 1866.
4. International Telegraph Company of Portland, Me. Received and filed October 6, 1866.
5. The Atlantic and Pacific Telegraph Company of New York, N. Y. Received and filed March 19, 1867.
6. The Franco-American Land and Ocean Telegraph Company of New York, N. Y. Received and filed April 6, 1867.
7. The Globe Telegraph Company of New York. Received and filed May 30, 1867.
8. Mississippi Valley National Telegraph Company of St. Louis, Mo. Received and filed June 4, 1867.
9. Western Union Telegraph Company of New York. Received and filed June 8, 1867.
10. Northwestern Telegraph Company of Kenosha, Wis. Received and filed July 30, 1867.
11. Great Western Telegraph Company of New York. Received and filed January 17, 1868.
12. The Franklin Telegraph Company of Boston, Mass. Received and filed April 4, 1868.
13. The Insulated Lines Telegraph Company of Boston, Mass. Received and filed April 13, 1868.
14. Pacific and Atlantic Telegraph Company of Pittsburgh, Pa. Received and filed July 22, 1868.
15. The Atlantic and Pacific States Telegraph Company of Sacramento, Cal. Received and filed September 7, 1868.
16. The Eastern Telegraph Company of Philadelphia, Pa. Received and filed October 5, 1868.
17. The Delaware River Telegraph Company, Philadelphia, Pa. Received and filed October 23, 1868.
18. Cape May and Shore Telegraph Company, New York City. Received and filed April 2, 1869.
19. Peninsula Telegraph Company, New York City. Received and filed May 9, 1869.
20. Ocean Telegraph Company of Boston, Mass. Received and filed July 15, 1869.
21. The American Cable Company of New York. Received and filed April 15, 1870.
22. Southern and Atlantic Telegraph Company of Philadelphia, Pa. Received and filed July 22, 1870.
23. International Ocean Telegraph Company, New York City. Received and filed January 20, 1871.
24. Missouri River Telegraph Company of Sioux City, Iowa. Received and filed May 3, 1871.
25. The Marine and Inland Telegraph Company of New Jersey, 715 Locust street, Philadelphia. Received and filed November 27, 1872.
26. Atlantic and Pacific Telegraph Company of Missouri. Executive Office, 145 Broadway, New York City. Received and filed May 8, 1877.
27. New Jersey and New England Telegraph Company. Received and filed November 21, 1878. Address A. L. Worthington, No. 10 Green street, Trenton, N. J.
28. The American Rapid Telegraph Company, 41 Wall street, New York. Received and filed April 12, 1879. Special rates received and filed April 1, 1881.
29. Central Union Telegraph Company, 145 Broadway, New York. Received and filed May 9, 1879.
30. New York Land and Ocean Telegraph Company. Received and filed May 10, 1879.
31. Deseret Telegraph Company, Salt Lake City, Utah. Received and filed May 19, 1879.
32. American Union Telegraph Company of New York, 145 Broadway, New York. Received and filed July 1, 1879.

33. The American Union Telegraph Company of Missouri, Chas. S. Greeley, President, St. Louis, Mo. Received and filed July 9, 1879.
34. Wabash Railway Company, Cyrus W. Field, President, New York. Received and filed July 11, 1879.
35. The American Union Telegraph Company of New Jersey, D. H. Bates, President, Jersey City, N. J. Received and filed July 17, 1879.
36. The Baltimore and Ohio Railroad Company of Maryland, John W. Garrett, President, Baltimore, Md. Received and filed July 18, 1879.
37. The American Union Telegraph Company of Baltimore City, Md. Received and filed July 31, 1879.
38. The Deer Lodge Telegraph Company of Butte City, Mont. Received and filed August 30, 1879.
39. The American Union Telegraph Company of Pennsylvania, D. H. Bates, President, Philadelphia. Received and filed September 4, 1879.
40. The American Union Telegraph Company of Indiana, La Fayette, Ind. Received and filed September 12, 1879.
41. The Cheyenne and Black Hills Telegraph Company, W. H. Hibbard, Superintendent, Cheyenne, Wyo. Received and filed November 7, 1879.
42. The American Union Telegraph Company of Ohio, Frank B. Swayne, President, Toledo, Ohio. Received and filed November 8, 1879.
43. The American Union Telegraph Company of Louisiana, Ed. Leloup, Secretary, New Orleans, La. Received and filed March 1, 1880.
44. Baltimore and Ohio Telegraph Company of Ohio, Geo. Hoadley, President, Cincinnati, Ohio. Received and filed September 3, 1880.
45. The Wabash, St. Louis and Pacific Railway Company of St. Louis, Mo., Solon Humphreys, President, No. 80 Broadway, New York, N. Y. Received and filed September 13, 1880.
46. Baltimore and Ohio Telegraph Company of Illinois, C. H. Hudson, President, No. 81 South Clark street, Chicago, Ill. Received and filed September 23, 1880.
47. Frontier Telegraph Company of Texas, G. O. Appleby, President, Lampasas, Tex. Received and filed October 25, 1880.
48. Bankers and Merchants' Telegraph Company of New Jersey, J. Heron Coosman, President, No. 58 Broadway, New York, N. Y. Received and filed April 21, 1881.
49. Bankers and Merchants' Telegraph Company of New York, Wm. W. Maris, President, No. 58 Broadway, New York, N. Y. Received and filed June 8, 1881.
50. Mutual Union Telegraph Company of Illinois, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed October 24, 1881.
51. Mutual Union Telegraph Company of Missouri, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed November 14, 1881.
52. New Jersey Mutual Telegraph Company, Jno. H. Walker, Secretary, Newark, N. J. Received and filed November 17, 1881.
53. Bankers and Merchants' Telegraph Company, Wm. W. Maris, President, 58 Broadway, New York. Received and filed December 8, 1881.
54. The Baltimore and Ohio Telegraph Company, Welty McCullogh, Secretary, Pittsburgh, Pa. Received and filed March 6, 1882.
55. East Tennessee Telephone Company, D. J. Carson, Secretary, New York. Received and filed May 31, 1882.
56. Southern Telegraph Company, James F. Cox, President, 48 Exchange Place, New York. Received and filed August 4, 1882.
57. Postal Telegraph Company, A. W. Beard, President, 2 Wall street, New York. Received and filed August 31, 1882.
58. Bankers and Merchants' Telegraph Company of Baltimore City, J. G. Case, Secretary, 58 Broadway, New York. Received and filed December 14, 1882.
59. Mutual Union Telegraph Company of New York, John G. Moore, President. Received and filed March 5, 1883.
60. The Baltimore and Ohio Telegraph Company in Pennsylvania, J. B. Washington, Secretary, Pittsburgh, Pa. Received and filed March 17, 1883.
61. The Baltimore and Ohio Telegraph Company of Indiana, Geo. P. Frick, President; Daniel T. Downey, Secretary. Received and filed July 17, 1883.
62. The Baltimore and Ohio Telegraph Company of the State of New York, Geo. P. Frick, President; Edward R. Golliday, Secretary. Received and filed July 17, 1883.
63. The Northern and Southern Telegraph Company, corner State and Bridges streets, New York City, John F. Davis, President; Wm. H. Harfield, Secretary. Received and filed September 28, 1883.

64. Baltimore and Ohio Telegraph Company of New Jersey, Geo. P. Frick, President; Edward R. Golliday, Secretary. Received and filed November 7, 1883.
65. National Telegraph Company of New York, Calvin S. Boice, President; F. E. Worcester, Secretary. Received and filed January 31, 1884.
66. Philadelphia and Seaboard Telegraph Company of New Jersey, Milton Cowperthwaite, Secretary. Received and filed February 23, 1884.
67. Providence and Pascoag Telegraph Company of Rhode Island, D. H. Bates, President; F. Jessen, Secretary. Received and filed July 10, 1884.
68. Baltimore and Ohio Telegraph Company of Missouri, Geo. P. Frick, President. Received and filed July 18, 1884.
69. Baltimore and Ohio Telegraph Company of Louisiana, D. H. Bates, President. Received and filed July 25, 1884.
70. The New England Telegraph Company, F. A. McKeone, President. Received and filed July 26, 1884.
71. The Baltimore and Ohio Telegraph Company of Texas, D. H. Bates, President. Received and filed August 13, 1884.
72. The New England Telegraph Company of Massachusetts, Dan. S. Robeson, New York, Vice-President. Received and filed September 5, 1884.
73. The Chesapeake and Ohio Telegraph Lines, C. W. Smith, General Manager, Richmond, Va. Received and filed September 29, 1884.
74. The Baltimore and Ohio Telegraph Company of Massachusetts, D. H. Bates, President. Received and filed December 15, 1884.
75. The Postal Telegraph and Cable Company, Henry Rosener, 2d Vice-President. Received and filed January 29, 1885.
76. The Pacific Telegraph Company, George H. Myers, Secretary. Received and filed July 27, 1885.
77. The Baltimore and Ohio Telegraph Company of Baltimore County, Maryland, D. H. Bates, President. Received and filed February 20, 1886.
78. Postal Telegraph-Cable Company, Jas. H. Withington, President. Received and filed April 6, 1886.
79. The North American Telegraph Company, W. H. Eustis, Secretary. Received and filed April 22, 1886.
80. The San Juan Telegraph Company, W. E. Block, Secretary, Ouray, Colo. Received and filed June 9, 1886.

CIRCULAR.

ACCOUNTS OF DISBURSING OFFICERS AND OTHERS.

1886.

Department No. 109.

Treasury Department,

FIRST AUDITOR'S OFFICE,

Washington, D. C., August 20, 1886.

In auditing accounts of disbursing officers, all accounts of corporations paid in cash must be receipted by an officer of such corporation, authorized to receipt for money belonging thereto, evidence of which authority must either accompany the voucher or be filed in the Department. Receipts for small sums paid to corporations, such as railroad, telegraph, turnpike, transfer, express, steamboat, hotel, newspaper, and ice companies, when it is impracticable to obtain the signature of the proper officer of the corporation, may be signed by the local agent authorized to receive and receipt for money at the places where services were rendered or articles purchased.

Where an account is paid by draft on the Treasurer or Sub-Treasurer, in the name of the corporation as payee, and such fact stated on the voucher, with the number of the draft, authority for signature will not be required.

Individual accounts must be receipted by the individual; firm accounts, by a member of the firm, or be paid by draft, as in the case of corporations.

Mo.

W. J. DURHAM,

First Comptroller.

H. A. LOCKWOOD,

Acting Commissioner of Customs.

E. P. BALDWIN,

Acting First Auditor.

APPROVED:

C. S. FAIRCHILD,

Acting Secretary of the Treasury.

ESTIMATES OF APPROPRIATIONS.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., August 11, 1886.

SIR:

I have the honor to transmit herewith blank forms for Estimates of Appropriations, in accordance with the plan of publication adopted and used in the Book of Estimates in conformity to law.

The blanks contain specific instructions as to the manner in which they should be filled, and a strict compliance therewith will greatly facilitate the labor of this Department and of the Committees on Appropriations.

Blank No. 1 should be used in submitting estimates required for the service of the fiscal year ending June 30, 1888; Blank No. 2, for deficiencies in appropriations; and Blank No. 3, for estimates for the payment of claims allowed by the accounting officers.

Additional blanks may be had on application to this Office; also, printed copies of the Estimates submitted to the last session of Congress for your Department.

These estimates should be transmitted to the Treasury Department *on or before the first of October next*, in accordance with the following paragraph from the Act of March 3, 1875, (18 Statutes, chapter 129, page 370:)

"SEC. 3. That it shall be the duty of the heads of the several Executive Departments, and of other officers authorized or required to make estimates, to furnish to the Secretary of the Treasury, on or before the first day of October of each year, their annual estimates for the public service, to be included in the Book of Estimates prepared by law under his direction; and the Secretary of the Treasury shall submit, as a part of the appendix to the Book of Estimates, such extracts from the annual reports of the several heads of Departments and Bureaus as relate to Estimates for Appropriations, and the necessities therefor."

Attention is invited in this connection to the requirement of section 2 of the Deficiency Act, approved July 7, 1884, (23 Stat., 254,) as follows: "And hereafter *all* Estimates of Appropriations and Estimates of Deficiencies in Appropriations, intended for the consideration and seeking the action of *any* of the Committees of Congress, shall be transmitted to Congress through the Secretary of the Treasury, and in *no other manner.*"

C. S. FAIRCHILD,

Acting Secretary.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., October 5th, 1886.

Sir:

The attention of the officers in charge of the various Mints and Assay Offices is respectfully directed to Department Circular No. 1, 1873, requiring that "a brief of every official communication must be endorsed on its first or upper fold".

The clerical force of this Bureau is small, and much additional labor is devolved on it by the frequent failure upon the part of the Mint officers in observing this requirement.

A strict observance of the requirement of the Circular will greatly facilitate the transaction of business in this Bureau.

Communicated by } Very respectfully,
order of the Director. } (Signed,) James P. Kimball,
Director of the Mint
E. Seel }
Computer of Bullion.

Treasury Department,

BUREAU OF THE MINT,

Circular.

Washington, D. C., December 1st, 1886.

It having come to the knowledge of the Director that certain of the Assay Offices suspended work without authority on the 22^d ultimo, (on the occasion of the funeral of the late ex-President, Chester A. Arthur) Officers in charge of institutions subordinate to this Bureau are hereby informed that Proclamations by the President closing the Executive Departments upon occasions of this kind do not apply to the entire Mint Service and that hereafter whenever it is desired that business shall be suspended at either of the Mints or Assay Offices, special authority to do so will be duly communicated.

Assayer in Charge

U. S. Mint Records

For the
Director of the Mint

BUREAU OF THE MINT,

Director.

No. of Enclosures,

CIRCULAR.

VALUES OF FOREIGN COINS.

1887.
Department No. 1.

Treasury Department.

BUREAU OF THE MINT,

Washington, D. C., January 1, 1887.

Hon. DANIEL MANNING,
Secretary of the Treasury.

SIR: In pursuance of the provisions of section 3564 of the Revised Statutes of the United States, I have estimated the values of the standard coins of the various nations of the world, and submit the same in the following table:

ESTIMATE OF VALUES OF FOREIGN COINS.

NOTE.—The "Standard" of a given country is indicated as follows, namely: *Double*, where its standard silver coins are unlimited legal tender, the same as its gold coins; *Single gold* or *Single silver*, as its standard coins of one or the other metal are unlimited legal tender. The par of exchange of the monetary unit of a country with a single gold, or a double, standard is fixed at the value of the gold unit as compared with the United States gold unit. In the case of a country with a single silver standard, the par of exchange is computed at the mean price of silver in the London market for a period commencing October 1 and ending December 26, 1886, as per daily cable despatches to the Bureau of the Mint.

COUNTRY.	STANDARD.	MONETARY UNIT.	Par of exchange or equivalent value in terms of U. S. gold dollar.	COINS.
Argentine Republic.....	Double.....	Peso.....	\$0.96, 5	Gold: argentine (\$1.82, 4) and $\frac{1}{2}$ argentine. Silver: peso and divisions.
Austria.....	Single silver.....	Florin.....	.35, 9	Gold: 4 florins (\$1.92, 9), 8 florins (\$3.85, 8), ducat (\$2.28, 7) and 4 ducats (\$9.15, 8). Silver: 1 and 2 florins.
Belgium.....	Double.....	Franc.....	.19, 3	Gold: 10 and 20 francs. Silver: 5 francs.
Bolivia.....	Single silver.....	Boliviano.....	.72, 7	Silver: Boliviano and divisions.
Brazil.....	Single gold.....	Milreis of 1,000 reis.....	.54, 6	Gold: 5, 10, and 20 milreis. Silver: $\frac{1}{2}$, 1, and 2 milreis.
British Possessions N. A.	Single gold.....	Dollar.....	1.00	Gold: escudo (\$1.82, 4), doubloon (\$4.56, 1) and condor (\$9.12, 3).
Chili.....	Double.....	Peso.....	.91, 2	Silver: peso and divisions.
Cuba.....	Double.....	Peso.....	.93, 2	Gold: doubloon (\$5.01, 7). Silver: peso.
Denmark.....	Single gold.....	Crown.....	.26, 8	Gold: 10 and 20 crowns.
Ecuador.....	Single silver.....	Sucre.....	.72, 7	Gold: doubloon (\$3.85, 8), condor (\$9.64, 7) and double-condor. Silver: sucre and divisions.
Egypt.....	Single gold.....	Pound, (100 piastres).....	4.94, 3	Gold: pound (100 piastres), 50 piastres, 20 piastres, 10 piastres, and 5 piastres. Silver: 1, 2, 5, 10, and 20 piastres.
France.....	Double.....	Franc.....	.19, 3	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
German Empire.....	Single gold.....	Mark.....	.23, 8	Gold: 5, 10, and 20 marks.
Great Britain.....	Single gold.....	Pound sterling.....	4.86, 6 $\frac{1}{2}$	Gold: sovereign (pound sterling) and $\frac{1}{4}$ sovereign.
Greece.....	Double.....	Drachma.....	.19, 3	Gold: sovereign (pound sterling) and 100 drachmas. Silver: 5 drachmas.
Haiti.....	Double.....	Gourde.....	.96, 5	Gold: 5, 10, 20, 50, and 100 gourdes. Silver: gourde.
India.....	Single silver.....	Rupree of 16 annas.....	.34, 6	Gold: 1, 2, 5, and 10 milreis. Silver: rupee and divisions.
Italy.....	Double.....	Lira.....	.19, 3	Gold: mohur (\$7.10, 5). Silver: 5 liras.
Japan.....	* Double.....	Yen { Gold.....	.99, 7	Gold: 5, 10, 20, 50, and 100 liras. Silver: 5 liras.
Liberia.....	Single gold.....	{ Silver.....	.78, 4	Gold: 1, 2, 5, 10, and 20 yen.
Mexico.....	Single silver.....	Dollar.....	1.00	Silver: yen.
Netherlands.....	Double.....	Dollar.....	.79	Gold: dollar (\$0.98, 3), 2 $\frac{1}{2}$, 5, 10, and 20 dollars. Silver: dollar (or peso) and divisions.
Norway.....	Single gold.....	Florin.....	.40, 2	Gold: 10 florins. Silver: $\frac{1}{2}$, 1, and 2 $\frac{1}{2}$ florins.
Peru.....	Single silver.....	Crown.....	.26, 8	Gold: 10 florins and 20 crowns.
Portugal.....	Single gold.....	Sol.....	.72, 7	Gold: 10 and divisions.
Russia.....	Single silver.....	Milreis of 1,000 reis.....	.58, 2	Silver: sol and divisions.
Spain.....	Double.....	Rouble of 100 copecks.....	.19, 3	Gold: 1, 2, 5, and 10 milreis.
Sweden.....	Single gold.....	Peseta of 100 centimes.....	.26, 8	Gold: imperial (\$7.71, 8), and $\frac{1}{2}$ imperial† (\$3.85, 9). Silver: $\frac{1}{4}$, $\frac{1}{2}$, and 1 rouble.
Switzerland.....	Double.....	Crown.....	.19, 3	Gold: 5, 10, and 25 pesetas. Silver: 5 pesetas.
Tripoli.....	Single silver.....	Franc.....	.65, 6	Gold: 5, 10, and 20 crowns.
Turkey.....	Single gold.....	Mahbub of 20 piastres.....	.04, 4	Gold: 10 and 20 crowns, and 100 francs. Silver: 5 francs.
United States Colombia.....	Single silver.....	Piastre.....	.72, 7	Gold: 25, 50, 100, 250, and 500 piastres.
Venezuela.....	Double.....	Peso.....	.19, 3	Gold: condor (\$9.64, 7) and double-condor. Silver: peso.
		Bolivar.....		Gold: 5, 10, 20, 50, and 100 bolivars. Silver: 5 bolivars.

* Gold the nominal standard. Silver practically the standard.
† Coined since January 1, 1886. Old half-imperial = \$3.98, 6.

Very respectfully,

JAMES P. KIMBALL,
Director of the Mint.

Compl

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., January 1, 1887.

The foregoing estimation, made by the Director of the Mint, of the value of the foreign coins above mentioned, I hereby proclaim to be the values of such coins expressed in the money of account of the United States, and to be taken in estimating the values of all foreign merchandise, made out in any of said metallic currencies, imported on or after January 1, 1887.

DANIEL MANNING,

Secretary of the Treasury.

CIRCULAR.

REQUISITIONS FOR PRINTING, BINDING, &c.

[Amendatory of Circular No. 61 of 1885.]

1887.

Department No. 3.

Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., January 11, 1887.

To all Officers, Clerks, and Employes of the Treasury Department:

Owing to the overtaxed condition of the Public Bindery, it becomes necessary to extend the time allowed for furnishing blank books and other material. Existing regulations on the subject are accordingly modified as follows:

I. Four months will hereafter be required for making **blank books**.

II. Binding orders, where there is no printing, will require **three months**.

III. Two months should be allowed for the preparation of all **blank forms**.

Except in case of absolute necessity, no requisition will be made special; and officers and clerks of the Department responsible for the ordering of printing supplies will see that the requirements of this Circular are fully complied with.

A table showing the different sizes of paper used at the Public Printing Office is appended for the information and guidance of officers and clerks in ordering record-books and blank forms, and the sizes specified therein (or fractional divisions thereof) should be conformed to as nearly as practicable.

DANIEL MANNING,

Secretary.

Table of Standard Sizes of Paper used at the Office of the Public Printer.

	FOR BLANKS.	FOR BLANK BOOKS.
Quarto.....	10 × 16 inches..	$\left. \begin{array}{l} 14 \times 17 \text{ inches.} \\ 17 \times 28 \text{ inches.} \\ 16 \times 21 \text{ inches.} \\ 21 \times 32 \text{ inches.} \end{array} \right\}$
Cap.....	$\left\{ \begin{array}{l} 13 \times 16\frac{1}{2} \text{ inches..} \\ 14 \times 17 \text{ inches..} \\ 16\frac{1}{2} \times 26 \text{ inches..} \\ 17 \times 28 \text{ inches..} \end{array} \right.$	
Double cap.....	16 × 20½ inches..	
Demy.....	20½ × 32 inches..	
Double demy.....	17 × 22 inches..	
Folio.....	22 × 34 inches..	$\left. \begin{array}{l} 18 \times 23 \text{ inches.} \\ 19 \times 24 \text{ inches.} \\ 20 \times 28 \text{ inches.} \\ 23 \times 31 \text{ inches.} \end{array} \right\}$
Double folio.....	18 × 23 inches..	
Medium.....	19 × 24 inches..	
Royal.....	20 × 28 inches..	
Super-royal.....	22½ × 31 inches..	
Imperial.....		

[CIRCULAR LETTER.]

RECORD AND RETURN OF PUBLIC PROPERTY.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., November 29, 1886.

SIR:

You are informed that Section XL, "Instructions to Custodians," as approved March 30, 1885, is hereby revoked, and the following substituted therefor, viz:

RECORD AND RETURNS OF PUBLIC PROPERTY.

XL. (1.) A complete record in detail of all the public property in your custody should be kept in proper form for reference, specifying the office or room and story of the building in which the articles are located, together with the cost and date of purchase and condition of the same as shown by your receipt to your predecessor, or your last annual return to the Department, and all authorizations to purchase, transfer, sell, drop, or otherwise dispose of articles should be entered thereon.

(2.) In order to comply with the requirements of Section 197, Revised Statutes, returns of furniture and fixtures and miscellaneous public property will be rendered to the Secretary of the Treasury semi-annually, on the 30th of June and 31st of December, and will embrace only such articles as have been acquired, transferred, dropped, sold, or otherwise disposed of during the period covered by the returns submitted.

(3.) The returns must be made by classes, and should specify the office, room, and story of the building in which the articles are or were located, and the number and description of the articles, care being taken to give the date of authority to purchase, sell, &c., with the cost of the articles.

(4.) Furniture and fixtures (class 4) embrace carpets, matting, rugs and mats, window-curtains shades and awnings, spittoons and cuspidors, water-coolers, platforms, screens, counters, railings, gates, &c., also electric-light plant, arc and incandescent lamps, and other appurtenances, safes excluded.

Miscellaneous public property embraces all articles classified as follows, viz:

CLASS 5. *Desk furniture*.—Letter-presses, trays, scales, seals, stamps, arm-rests, &c.

CLASS 6. *Weighers' implements*.—Scales, beams, frames, poises, cradles, bottoms, down-hauls, pull-chains, hooks, tongs, &c.

CLASS 7. *Gaugers' implements*.—Gauging and wantage rods, bung-starters, calipers, siphons, valinches, out-sticks, hydrometers, cups, thermometers, &c.

CLASS 8. *Measurers' implements*.—Tape-lines, measuring and other rods, yard-sticks, squares, and standard measures.

CLASS 9. *Boats and equipment thereof*.—Masts, sails, oars, oar-locks, anchors, chains, cables, tillers, boat-hooks, compasses, awnings, cushions, &c.

CLASS 10. *Books*.—United States Statutes at Large, giving title; law, and miscellaneous books, digests, regulations, synopses of decisions, registers, directories, and all other books, charts, maps, &c.

CLASS 11. *Industrial tools and implements*.—Axes, adzes, augers, chisels, files, gimlets, hammers, hatchets, hoes, rakes, scythes, planes, saws, screw-drivers, wrenches, vises, mallets, and all engineers' and firemens' tools.

CLASS 12. *Miscellaneous articles*.—Coal-hods, flue-cleaners, hose-reels, nozzles, lanterns, lawn-mowers, oil cans and feeders, scrapers, sprinklers, shovels, trucks, tongs, wheelbarrows, skids, flags, chemical apparatus, and all articles of like nature in your charge.

(5.) No article of furniture or fixtures should be transferred from one office or room to another without previous authority from the Department.

(6.) All items of the different classes should be continued upon the record of your office until authority has been obtained from the Department to drop them.

(7.) Where articles, such as carpets, flags, books, gauging and measuring implements, desk-furniture, &c., are sent from the Department, the date of the letter of transmittal should be given in column of "date of purchase."

(8.) In requesting authority to make transfers, sell or drop articles, the items should be designated as they are entered upon your record.

(9.) In cases where old articles of furniture are converted into new and different articles, the old ones should, after authority has been obtained, be dropped from the record and the new articles entered thereon under the date of the authority to make such change.

(10.) On retiring from office, you will be required to forward to the Department the receipt of your successor for all property transferred to him, which will be compared and should agree with the record as kept in this office.

(11.) Blank forms of returns will be furnished by the Department upon requisition.

(12.) "Every officer who neglects or refuses to make any return or report which he is required to make at stated times by any act of Congress or regulation of the Department of the Treasury, other than his accounts, within the time prescribed by such act or regulation, shall be fined not more than one thousand dollars and not less than one hundred," (Section 1780, Revised Statutes.)

Articles 1344 to 1347 inclusive, pages 541 and 542, General Regulations under the Customs and Navigation Laws of the United States, 1884, are hereby modified accordingly.

DANIEL MANNING,

Secretary.

TO CUSTODIANS OF PUBLIC BUILDINGS AND COLLECTORS AND SURVEYORS OF CUSTOMS.

MINTS AND ASSAY OFFICES.

LETTER

FROM THE

ACTING SECRETARY OF THE TREASURY,

TRANSMITTING

A letter from the Director of the Mint in relation to appropriations for the mints and assay offices for the fiscal year ending June 30, 1880.

FEBRUARY 17, 1887.—Referred to the Committee on Appropriations and ordered to be printed.

TREASURY DEPARTMENT, *February 16, 1887.*

SIR: I have the honor to transmit herewith, for the consideration of Congress, copy of letter of the Director of the Mint of the 15th instant, in relation to the appropriations for the service of the mints and assay offices for the ensuing fiscal year, as proposed by House bill 11028, making appropriations for the legislative, executive and judicial expenses of the Government for the fiscal year ending June 30, 1888.

Respectfully, yours,

C. S. FAIRCHILD,
Acting Secretary.

The SPEAKER OF THE HOUSE OF REPRESENTATIVES.

TREASURY DEPARTMENT, BUREAU OF THE MINT,
Washington, D. C., February 15, 1887.

SIR: I deem it my duty to point out to you the condition in which the Mint Service of the United States would be left should the report of the Committee on Appropriations be passed by Congress. (See Report 3916, H. R. 11028.)

MINT AT CARSON, NEV.

The estimate for this mint, as submitted, was for its operation on the footing of an assay office, coinage operations at this mint for the present or for the near future having been regarded by the Treasury De-

partment as impracticable. From the fact that no appropriation is reported other than for custodian, fuel, and lights, in all \$1,500, it is here assumed that the suspension of practical operations at this mint is advisedly reported by the Committee on Appropriations.

I have nothing to say on this point as to the legislation therefore proposed, as an opportunity was given me by the Committee on Appropriations to express my views as to the expediency involved in the alternative referred to.

In the case of the other institutions materially affected by reductions from the estimates made, no opportunity has been afforded me for pointing out the effects of the same, my audience with the committee having been terminated by its adjournment before the several institutions referred to were reached.

I beg leave to say with reference to all the several institutions, except as to the mint at Carson, that the estimates were made for the smallest appropriations consistent with their business in each case, as determined by the same during the past and present fiscal years, without reduction of salaries, which it is well known are not such as can be reasonably reduced, especially under the circumstance that they are for services without exception more or less of an expert character.

I do not consider myself here called upon to engage your attention upon matters of salary, but desire to urge upon the consideration of all to whom this communication shall be committed for consideration that the salaries throughout the Mint Service are at the lowest point consistent with skill, efficiency, accuracy, and fidelity in a work wherein these are indispensable requirements.

To avoid undue length to this letter, I beg to refer to the original Book of Estimates for the details of the numerous reductions in salaries made in the appropriations for the several assay offices of the United States.

I now proceed to refer to reductions other than those of salaries, in the order in which the several institutions appear in the report in question.

MINT AT DENVER, COLO.

Provision is made only for an assayer-in-charge "who shall perform the duties of melter," and at a reduced salary, and for one clerk; no provision being made for an assistant assayer, or for a melter, or for a chief clerk, who acts as assayer-in-charge in the absence of this officer.

The business of this mint is of such character and volume that it cannot be performed on such a basis. It will be impracticable to regularly receive deposits without the services of a melter and of a chief clerk, who is a bonded officer, and of one other clerk besides the one appropriated for, as well as an assistant assayer.

For wages \$16,000 was estimated against \$14,000 appropriated last year, and for incidental and contingent expenses \$8,000 against \$6,000 appropriated last year, an increase in both cases having been estimated to meet the demands of increased business. No further provision for these two estimates has been reported than for "incidental and contingent expenses, including labor, \$8,000," or a third of the amount estimated as absolutely requisite for the operations of this mint for the next fiscal year on the basis of its present business. There is every reason to suppose that in the case of this institution, as at Helena and Boise, the deposits will be largely in excess during the next fiscal year as compared with those in previous years.

ASSAY OFFICE AT BOISE CITY, IDAHO.

For the assay office at Boise City the appropriations reported are the same as for the present year, and \$1,000 for repairs of building, for which \$1,500 was estimated. First, it is important to urge the fact that the business of this institution has more than doubled during the last year; and, second, that the appropriation for wages and contingent expenses, including labor, for the current year will be inadequate for the support of this assay office without closing it to deposits toward the close of the fiscal year, an expediency which was forced upon the same institution toward the close of the last fiscal year. An increase of \$3,000 is therefore absolutely necessary for the operation of this institution without suspension for a longer or shorter period.

The assayer-in-charge performs the duties of melter, while all clerical duties, as well as those of cashier and assayer-in-charge in the absence of that officer, are performed by a single clerk. An increase of \$400 was submitted in his case, in view of the inadequacy of his previous salary of \$1,000 to secure such services as the institution demands.

ASSAY OFFICE AT HELENA, MONT.

The volume of deposits at this institution has, in round numbers, increased from \$757,000 in the fiscal year 1884 to \$1,187,000 in the fiscal year 1886. In view of this increased volume of business, an increase of \$1,500 was asked for wages; and for restoring the salary of the assayer-in-charge to what it had been previous to last year an increase of \$250 was submitted.

The bill in question makes a further reduction in the salary of the assayer-in-charge, the melter, and chief clerk, and leaves the appropriation for wages the same as for last year, namely \$12,000, while it appropriates \$1,000 less than last year for incidental expenses.

ASSAY OFFICE AT NEW YORK.

The reduction reported in "wages of workmen" in the case of this assay office is \$5,000.

No reduction can be made in the expenditures of the assay office at New York without impairing its efficiency in a very important field of work, where, indeed, it would be more extensively and seriously felt than in any other branch of the mint service.

It is well known that this institution is a model of economy and promptitude, and its services for the commercial public of the most exacting character and of the highest importance. Any reduction in the wages of workmen would in my opinion work an injustice to its employes, than whom it would be difficult to instance a worthier or more responsible number of men in any branch of the public service.

ASSAY OFFICE AT SAINT LOUIS, MO.

A reduction is reported of \$500 in salaries. For incidental expenses the amount reported is \$400 less than the estimate, which was \$600 less than the amount appropriated for the previous year.

BUREAU OF THE MINT.

The appropriation for books, pamphlets, &c., was reduced last year from \$1,000 to \$500, which amount is reported in the bill in question.

Since I have been in charge of the Bureau this appropriation has been expended for books on subjects connected with monetary and statistical science, and books of reference.

I have taken previous occasion to urge the importance of this appropriation as the only means available to the Bureau of the Mint for informing itself, the Treasury Department, and Congress, on important subjects committed by law to the attention and study of this Bureau. I beg permission to avail myself of the present occasion to earnestly reiterate the importance of this appropriation without reduction from the estimate as submitted.

Very respectfully,

JAS. P. KIMBALL,
Director of the Mint.

The SECRETARY OF THE TREASURY.

○

CIRCULAR.

UNLAWFUL TRAFFIC IN UNITED STATES MINT PATTERN-PIECES OF UNAUTHORIZED COINS, IMPRESSIONS FROM UNITED STATES MINT EXPERIMENTAL DIES, REPLICAS OR COPIES OF UNITED STATES COINS OTHER THAN OF AUTHORIZED WEIGHT AND FINENESS, &c.

(FOR THE INFORMATION OF NUMISMATISTS, COLLECTORS OF COINS, COIN-DEALERS, &c.)

1887.

Department No. 76.

Bureau of the Mint No. 11.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., July 1, 1887.

The emission of impressions of experimental dies, whether in soft metal or in metal of the same weight and fineness proper to coins of the same denomination, is unlawful except in the case of pattern-pieces of such denominations of coins as are coined for general circulation during the calendar year of their date.

All impressions taken in copper, bronze, or other soft metal from an experimental die, to prove the die, are required to be destroyed, and the die itself to be defaced at the end of the year of its date.

Any experimental coin, or impression, in soft metal from a die prepared by the United States Mint is required to be destroyed as soon as the purpose for which it is struck is subserved.

The above provisions, prescribed by the "General Instructions and Regulations in relation to the Transaction of Business at the Mints and Assay Offices of the United States," approved by the Secretary of the Treasury, have been in force since May 14, 1874.

The striking of a piece in the semblance of a United States coin in a metal or alloy, or of a weight and fineness, other than prescribed by law, is in violation of Section 5460 of the Revised Statutes.

The emission or offer for sale or exchange of an impression from any die of a coin of the United States, or of a proposed coin of the United States, bearing a legend as of a coin of the United States, but with a device or devices not authorized by law, whether such die has been prepared at the Mint of the United States or elsewhere, is contrary to the provisions of Sections 3517 and 5461, Revised Statutes.

No impression from any coinage-die of the United States struck in other metal than that authorized by law, or of a weight and fineness other than prescribed by law (Revised Statutes, 3513, 3514, 3515), nor pattern-piece bearing a legend of a coin of the United States, and bearing a device or devices not authorized by law, (Revised Statutes, 3516, 3517, *vide* Mint Regulations,) should be in existence longer than required for the lawful purpose for which it was authorized to be struck.

Any emission, for private or personal use or possession, from the Mints of the United States of pieces of the character above specified has been in violation of the coinage laws of the United States.

JAMES P. KIMBALL,

Director of the Mint.

Approved:

C. S. FAIRCHILD,

Secretary of the Treasury.

CIRCULAR.

SHIPMENT OF FREIGHT AND PAYMENT FOR TRANSPORTATION OVER LAND-GRANT RAILROADS.

1887.

Department No. 101.

Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., September 8, 1887.

The following General Order, issued by the War Department, is republished for the information and guidance of officers of this Department:

GENERAL ORDERS }
No. 66. }

HEADQUARTERS OF THE ARMY,
ADJUTANT-GENERAL'S OFFICE,
Washington, July 24, 1876.

The following instructions, received from the Secretary of War, are issued for the information and guidance of officers of the Quartermaster's Department:

At the request of the Secretary of the Treasury, and recommendation of the Quartermaster-General, the Secretary of War authorizes and directs the Quartermaster's Department to take charge of, consign, and ship through to destination, all freight that may be delivered to that Department by authorized agents of the Treasury Department for transportation to the Pacific Coast, *via* Omaha or Kansas City. Such freight to be securely packed by the Treasury Department and properly marked by that Department with address of consignee in each case.

Officers of the Quartermaster's Department are instructed to use separate bills of lading in making these shipments, and to insert the following notation thereon: "Payable by the Secretary of the Treasury; to be made into an account and forwarded for settlement on presentation to any officer of the Quartermaster's Department."

The funds of the Quartermaster's Department will not be used in paying any of the expenses incident to the transportation of this freight, but its officers will prepare the accounts when the bills of lading are presented to them and forward them to the Quartermaster-General's Office to be sent to the Treasury Department for payment.

In making up the accounts the proper deductions will be made on account of land-grant and bonded railroads; *i. e.*, the same plan will be pursued as in making up accounts for transportation of other Government property.

BY COMMAND OF GENERAL SHERMAN:

E. D. TOWNSEND,
Adjutant-General.

Officers of this Department shipping freight from any point east of Chicago, Ill., or St. Louis, Mo., to points west thereof, will deliver such freight to the nearest officer of the Quartermaster's Department authorized to receive it for transmission, and will take a receipt therefor. Disbursing Officers will pay no bills for transportation over land-grant railroads, a list of which is given below. Where shipment through the Quartermaster's Department is impracticable, such bills will be referred to the Treasury Department for settlement. Department Circular No. 168, dated November 29, 1879, relative to freight and transportation over Pacific bonded railroads, is also appended for the information of those concerned.

HUGH S. THOMPSON,
Acting Secretary.

LIST OF LAND-GRANT RAILROADS.

ATCHISON, TOPEKA AND SANTA FÉ.

ATLANTIC AND PACIFIC.

CHICAGO, BURLINGTON AND QUINCY, (formerly Burlington and Missouri River, Iowa.)

- CHICAGO, BURLINGTON AND QUINCY, (formerly Burlington and Missouri River, Nebraska.)
- CHICAGO, MILWAUKEE AND ST. PAUL—Iowa and Minnesota Division, (formerly Minneapolis and Cedar Valley and Minnesota Central, Austin and State Line, Minnesota.)
- CHICAGO, MILWAUKEE AND ST. PAUL—Iowa and Dakota Division, (formerly McGregor and Sioux City and McGregor and Missouri River, Iowa.)
- MADISON AND PORTAGE BRANCH, (formerly the Madison and Portage R. R.)
- CHICAGO, MILWAUKEE AND ST. PAUL—Hastings and Dakota Division, (formerly Hastings and Dakota Minnesota.)
- TETE DES MORTS BRANCH—Dubuque Division, (formerly the Dubuque, Bellvue and Mississippi R. R.)
- CHICAGO, MILWAUKEE AND ST. PAUL—Southern Minnesota Division, (formerly Minnesota Southern Railroad and Southern Minnesota Railroad.)
- CHICAGO AND NORTHWESTERN—Iowa Division, (formerly Cedar Rapids and Missouri River, Iowa.)
- CHICAGO AND NORTHWESTERN—Winona and St. Peter and Dakota Central Divisions, (formerly Winona and St. Peter, Minnesota.)
- CHICAGO AND NORTHWESTERN—Milwaukee, Green Bay and Marquette Line, (formerly Chicago, St. Paul and Fond du Lac, of Wisconsin, and Bay de Noquet and Marquette, of Michigan.)
- CHICAGO, ROCK ISLAND AND PACIFIC, (formerly Mississippi and Missouri, Iowa.)
- CHICAGO, ST. PAUL, MINNEAPOLIS AND OMAHA.—Eastern Division, (formerly the West Wisconsin and the Tomah and Lake Superior Railroad, Wisconsin; the St. Paul, Stillwater and Taylor's Falls, the St. Paul and Pacific and Minnesota Pacific Railroads, Minnesota.)
- CHICAGO, ST. PAUL, MINNEAPOLIS AND OMAHA—Western Division, (formerly the St. Paul and Sioux City and St. Paul and Minnesota Valley Railways, Minnesota.)
- CHICAGO, ST. PAUL, MINNEAPOLIS AND OMAHA, (formerly North Wisconsin and St. Croix and Lake Superior Railway, Wisconsin.)
- CINCINNATI, NEW ORLEANS AND TEXAS PACIFIC, Alabama—Great Southern Division, (formerly the Wills Valley and Northeastern and Southwestern, and Alabama and Chattanooga, Alabama.)
- CINCINNATI, NEW ORLEANS AND TEXAS PACIFIC—Vicksburg and Meridian Division, (formerly Southern Mississippi, Mississippi.)
- CINCINNATI, NEW ORLEANS AND TEXAS PACIFIC—Vicksburg, Shreveport and Pacific Division, (formerly Vicksburg, Shreveport and Texas, Louisiana.)
- EAST TENNESSEE, VIRGINIA AND GEORGIA—Alabama Division, (formerly Selma, Rome and Dalton, and the Alabama and Tennessee, Alabama.)
- FLINT AND PERE MARQUETTE, Michigan.
- FLORIDA RAILWAY AND NAVIGATION CO.—Central and Southern Divisions, (formerly the Florida Transit and Peninsula; the Atlantic, Gulf and West India Transit, and the Florida Railroad, Florida.)
- FLORIDA RAILWAY AND NAVIGATION CO.—Western Division, (formerly the Jacksonville, Pensacola and Mobile; the Florida, Atlantic and Gulf Central, and Pensacola and Georgia, Florida.)
- GRAND RAPIDS AND INDIANA, Michigan.
- HANNIBAL AND ST. JOSEPH, Missouri.
- ILLINOIS CENTRAL—Chicago Division, Illinois.
- ILLINOIS CENTRAL—Northern Division, Illinois.
- ILLINOIS CENTRAL—Iowa Division, (formerly Dubuque and Sioux City, and Iowa Falls and Sioux City, Iowa.)
- LAKE SHORE AND MICHIGAN SOUTHERN—Lansing Branch, (formerly the Northern Central Michigan Railroad, a portion of the Amboy, Lansing and Traverse Bay, Michigan.)
- LITTLE ROCK AND FORT SMITH, Arkansas.
- LOUISVILLE AND NASHVILLE—Cincinnati, Louisville and New Orleans Line, (formerly the Tennessee and Alabama Central; South and North Alabama; Alabama and Florida, and Mobile and Montgomery, Alabama.)
- LOUISVILLE AND NASHVILLE—Pensacola Division, (formerly the Pensacola, the Alabama and Florida and Pensacola and Louisville, Florida.)
- PENSACOLA AND ATLANTIC DIVISION.
- MARQUETTE, HOUGHTON AND ONTONAGON, Michigan.
- MEMPHIS AND LITTLE ROCK, Arkansas.

- MICHIGAN CENTRAL—Saginaw and Mackinaw Divisions, (formerly the Amboy, Lansing and Traverse Bay, and Jackson, Lansing and Saginaw Railroads, Michigan.)
- MINNEAPOLIS AND ST. LOUIS, by use of the tracks of the St. Paul, Minneapolis and Manitoba Railway Company.
- MISSOURI PACIFIC—Main Line, (formerly the Southwest Branch Pacific Railroad of Missouri, Missouri.)
- MISSOURI PACIFIC—Missouri, Kansas and Texas Division, and Neosho Section, (formerly the Missouri, Kansas and Texas, and the Union Pacific, Southern Branch, Kansas.)
- MISSOURI PACIFIC—Texas and Pacific Division, New Orleans Division, (formerly the New Orleans, Baton Rouge and Vicksburg, and the New Orleans Pacific, Louisiana.)
- MISSOURI PACIFIC—Texas and Pacific Division, New Orleans Division, (formerly the Texas and Pacific Southern Division, and the Vicksburg, Shreveport and Texas, Louisiana.)
- MISSOURI PACIFIC—St. Louis, Iron Mountain and Southern Division, (formerly St. Louis, Iron Mountain and Southern, and Cairo and Fulton, Missouri and Arkansas.)
- MOBILE AND GIRARD, Alabama.
- MOBILE AND OHIO, Alabama and Mississippi.
- MORGAN'S LOUISIANA AND TEXAS, (formerly the New Orleans, Opelousas and Great Western, Louisiana,) operated under lease by the Southern Pacific Company.
- NORTHERN PACIFIC—Main Line—Minnesota, Dakota, Montana, Idaho, and Washington Territory.
- NORTHERN PACIFIC, by use of the tracks of the St. Paul, Minneapolis and Manitoba Railway Company.
- NORTHERN PACIFIC, operating under lease by the Western Railroad of Minnesota, now known as the St. Paul and Northern Pacific Railroad.
- OREGON AND CALIFORNIA, leased by the Oregon and Transcontinental Company.
- OREGON AND CALIFORNIA—West Side Division, (formerly the Western Oregon and Oregon Central.)
- SOUTHERN KANSAS, (formerly Kansas City, Lawrence and Southern; the Leavenworth, Lawrence and Galveston, and the Leavenworth, Lawrence and Fort Gibson, Kansas.)
- SOUTHERN PACIFIC OF CALIFORNIA—Northern Division, operated under lease by the Southern Pacific Company.
- SOUTHERN PACIFIC OF CALIFORNIA—Tulare, Los Angeles, and Yuma Divisions, operated under lease by the Southern Pacific Company.
- ST. JOSEPH AND WESTERN, (formerly St. Joseph and Denver City, Kansas.)
- ST. LOUIS AND SAN FRANCISCO, (formerly the Southwest Branch Pacific Railroad of Missouri, and the Atlantic and Pacific Railroad, Missouri.)
- ST. LOUIS AND SAN FRANCISCO, (formerly Atlantic and Pacific.)
- ST. PAUL AND DULUTH, (formerly Lake Superior and Mississippi, St. Paul and Stillwater, St. Paul and Pacific, and Minnesota Pacific, Minnesota.)
- ST. PAUL, MINNEAPOLIS AND MANITOBA—Breckenridge Division, (formerly St. Paul and Pacific, Minnesota.)
- ST. PAUL, MINNEAPOLIS AND MANITOBA—Saint Vincent Division, (formerly St. Paul and Pacific, Minnesota,) Branch Line.
- WISCONSIN CENTRAL, (formerly Portage, Winnebago and Lake Superior, Wisconsin.)

CIRCULAR.—TRANSPORTATION OVER PACIFIC RAILROADS.

TREASURY DEPARTMENT,
SECRETARY'S OFFICE,
Washington, D. C., November 29, 1879.

1879.
DEPARTMENT No. 168.
Secretary's Office.

The attention of all persons concerned is invited to the provisions of Section 5260 of the Revised Statutes, concerning compensation to certain Pacific Railroads, below enumerated, as follows:

* * * * *

"SEC. 5260. The Secretary of the Treasury is directed to withhold all payments to any railroad company and its assigns, on account of freights or transportation over their respective roads of any kind, to the amount of payments made by the United States for interest upon bonds of the United States issued to any such company, and which shall not have been reimbursed, together with the five per centum of net earnings due and unapplied, as provided by law."

In accordance with the above provision of law, no payments will hereafter be made, directly or indirectly, in favor of any of the railroads in question. No person entitled to transportation at the public expense will incur expenditure therefor over any of these roads with a view of being reimbursed for the amount, but should secure from the proper authority an order for such transportation; and the Accounting Officers of this Department will allow any road presenting such order, duly receipted, credit for the amount found due, to be applied as required by law.

In case the expense of such transportation is properly payable from any appropriation under the control of the Treasury Department, the necessary order will be furnished only by direction of the Secretary of the Treasury.

Union Pacific Railroad: From Council Bluffs, Iowa, to Ogden, Utah; 1,033.46 miles.

Central Pacific Railroad: From Ogden, Utah, to San José, California, *via* Niles; 865.66 miles.

Kansas Pacific Railway: From Kansas City, Missouri, to Denver, Colorado; 638.6 miles.

Central Branch Union Pacific Railroad: From Atchison to Waterville, Kansas; 100 miles.

Sioux City and Pacific Railroad: From Sioux City, Iowa, to Fremont, Nebraska, *via* California Junction, 101.77 miles.

JOHN SHERMAN,

Secretary.

C I R C U L A R .
ALLOWANCES FOR TRAVELING EXPENSES.

1887.
Department No. 124.
Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., November 3, 1887.

The attention of the officers and employes of this Department is again called to the following provisions of the act entitled "An Act making appropriations for the support of the Army for the fiscal year ending June thirteenth, one thousand eight hundred and seventy-five, and for other purposes," approved June 16, 1874:

* * * *Provided*, That only actual traveling expenses shall be allowed to any person holding employment or appointment under the United States, and all allowances for mileage and transportation, in excess of the amount actually paid are hereby declared illegal; and no credit shall be allowed to any of the disbursing officers of the United States for payments or allowances in violation of this provision." * * *

In accordance with the foregoing provisions, persons traveling upon the official business of this Department will hereafter be allowed their "actual traveling expenses" usual and essential to the ordinary comfort of travelers, embraced in the following items of expenditures:

I. Actual fares on railroads, steamboats, and other conveyances, by the shortest practicable route, the hire of special transportation where there are no regular means of conveyance, street-car, or omnibus, or transfer-coach fare to and from depots and hotels, and where there are no such conveyances, moderate and necessary hack-hire, and reasonable fees to porters and expressmen.

II. Sleeping-car fare for one double berth for each person or customary stateroom accommodation on steamboats and other vessels, one seat in parlor-car, (only where the train is made up entirely of parlor-cars,) and lodgings and actual board in hotels at a rate not greater than five dollars per day. Hotel bills and receipts will be taken in all cases where it is practicable to obtain them, and accompany the account as a voucher. No charge will be allowed for hotel bills when the detention is unnecessary for the performance of the duties for which travel is required.

III. Accounts will be rendered upon a form approved by the Department, which shall be accompanied by expense vouchers, itemized as far as possible. A copy of the order under which the expenses were incurred must also accompany the account.

Each account must be sworn to by the person rendering it as just and true in all respects, and must state that the services specified therein were actually performed; that the expenses charged were actually and necessarily incurred and paid at the dates specified; that the distances charged were actually and necessarily traveled, and that no part of the travel was under a free pass on any railway, steamboat, or other conveyance.

The chief officer of the bureau or branch of service for which the services mentioned in the order of the Department accompanying the account were performed must certify that such services were performed; that they were necessary and proper, and that the prices paid for travel &c., were reasonable.

C. S. FAIRCHILD,

Secretary.

CIRCULAR.
TELEGRAPHING.

1887.
Department No. 87.
Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., July 30, 1887.

The following communication from the Postmaster-General, prescribing rates to be paid by the Government for telegraphing for the year ending June 30, 1888, is hereby published for the information of officers of the Treasury Department and others whom it may concern.

C. S. FAIRCHILD,

Secretary.

RATES OF PAY FOR COMMUNICATIONS BY TELEGRAPH.

POST-OFFICE DEPARTMENT,

Washington, D. C., June 29, 1887.

Pursuant to the authority vested in the Postmaster-General by the Act of Congress entitled "An act to aid in the construction of telegraph lines, and to secure to the Government the use of the same for postal, military, and other purposes," approved July 24, 1866, and by the Revised Statutes of the United States, Title LXV, I hereby fix the rates at which such communications as the said statutes prescribe (not including those passing over circuits established by the Chief Signal Officer of the Army) shall be sent during the fiscal year beginning July 1, 1887, and terminating June 30, 1888, by the several companies within the effect of said statutes, as follows:

For day messages of not exceeding twenty (20) words, exclusive of date, twenty (20) cents for all distances not exceeding one thousand miles, and for each word in addition to twenty, (20,) excluding date, one cent for all distances not exceeding one thousand miles; all distances being determined by arbitrary average as hereinafter stated.

For distances (so determined) exceeding one thousand miles, one tenth of the price of the message for one thousand miles, as above provided, is to be added for each one hundred miles or fraction thereof of additional distance; fractions of a cent less than one-half to be disregarded, and half a cent or more to be counted as one cent. But for no distance shall the price exceed fifty (50) cents for each twenty words, excluding date; nor the rate of two and one-half cents per word for words additional to twenty, (20.)

For night messages of not exceeding (20) words, exclusive of date, fifteen (15) cents for all distances below two thousand miles, and for greater distances twenty-five (25) cents, and in each case one cent for each additional word.

Instead of computing the actual distances of transmission, the distance for payment shall in all cases be taken absolutely to be the number of miles between the capital of the State or Territory from within which (whatever the place) the message is sent and the capital of the State or Territory within which (whatever the place) the message is received, as shown in the accompanying table, wherein such distances are given as computed upon the shortest practicable route between such capitals, and which is to be taken as part of this order. *But it is provided* that if on the 1st day of July, 1887, or at any time during the ensuing year, any such company shall charge the public for a message of ten words or less, exclusive of the date, address, and signature, a less rate than is herein fixed for twenty words, exclusive of date, the rates here prescribed shall, as to such company thenceforth during the year, be reduced to the rates so charged to the public.

The rate for all messages in cipher known as the Signal Service Weather Report shall not exceed three (3) cents for each word sent over each circuit as now or hereafter established by the Chief Signal Officer of the Army; and all messages sent over a circuit shall be dropped at all designated offices therein without additional charge.

The statutes provide that telegrams between the several Departments of the Government and their officers and agents, in their transmission over the lines of any such company, shall have priority over all other business. All officers of the United States sending such telegrams should indorse upon the written message the words "Official Business," and should report to the Postmaster-General any failure to transmit them in such priority and any charge made in excess of the rates above prescribed.

Each company will be allowed to charge for messages received from another line at the same rate as if received from the Government direct for transmission over its own line.

WILLIAM F. VILAS,
Postmaster-General

Telegraph companies which have accepted the conditions of the Act of July 24, 1866, and which are subject to the provisions of the order of the Postmaster-General fixing Government rates.

The following is a list of telegraph companies that have filed acceptance of the provisions of the act of July 24, 1866, up to the 29th day of June, 1887:

1. The American Submarine Telegraph Company of New York, N. Y. Received and filed July 24, 1866.
2. The National Telegraph Company of New York, N. Y. Received and filed July 30, 1866.
3. The Globe Insulated Lines Telegraph Company of New York, N. Y. Received and filed July 31, 1866.
4. International Telegraph Company of Portland, Me. Received and filed October 6, 1866.
5. The Atlantic and Pacific Telegraph Company of New York, N. Y. Received and filed March 19, 1867.
6. The Franco-American Land and Ocean Telegraph Company of New York, N. Y. Received and filed April 6, 1867.
7. The Globe Telegraph Company of New York. Received and filed May 30, 1867.
8. Mississippi Valley National Telegraph Company of St. Louis, Mo. Received and filed June 4, 1867.
9. Western Union Telegraph Company of New York. Received and filed June 8, 1867.
10. Northwestern Telegraph Company of Kenosha, Wis. Received and filed July 30, 1867.
11. Great Western Telegraph Company of New York. Received and filed January 17, 1868.
12. The Franklin Telegraph Company of Boston, Mass. Received and filed April 4, 1868.
13. The Insulated Lines Telegraph Company of Boston, Mass. Received and filed April 13, 1868.

14. Pacific and Atlantic Telegraph Company of Pittsburgh, Pa. Received and filed July 22, 1868.
15. The Atlantic and Pacific States Telegraph Company of Sacramento, Cal. Received and filed September 7, 1868.
16. The Eastern Telegraph Company of Philadelphia, Pa. Received and filed October 5, 1868.
17. The Delaware River Telegraph Company, Philadelphia, Pa. Received and filed October 23, 1868.
18. Cape May and Shore Telegraph Company, New York city. Received and filed April 2, 1869.
19. Peninsula Telegraph Company, New York city. Received and filed May 9, 1869.
20. Ocean Telegraph Company of Boston, Mass. Received and filed July 15, 1869.
21. The American Cable Company of New York. Received and filed April 15, 1870.
22. Southern and Atlantic Telegraph Company of Philadelphia, Pa. Received and filed July 22, 1870.
23. International Ocean Telegraph Company, New York city. Received and filed January 20, 1871.
24. Missouri River Telegraph Company of Sioux City, Iowa. Received and filed May 3, 1871.
25. The Marine and Inland Telegraph Company of New Jersey, 715 Locust street, Philadelphia. Received and filed November 27, 1872.
26. Atlantic and Pacific Telegraph Company of Missouri. Executive office, 145 Broadway, New York city. Received and filed May 8, 1877.
27. New Jersey and New England Telegraph Company. Received and filed November 21, 1878. Address A. L. Worthington, No. 10 Green street, Trenton, N. J.
28. The American Rapid Telegraph Company, 41 Wall street, New York. Received and filed April 12, 1879. Special rates received and filed April 1, 1881.
29. Central Union Telegraph Company, 145 Broadway, New York. Received and filed May 9, 1879.
30. New York Land and Ocean Telegraph Company. Received and filed May 10, 1879.
31. Deseret Telegraph Company, Salt Lake City, Utah. Received and filed May 19, 1879.
32. American Union Telegraph Company of New York, 145 Broadway, New York. Received and filed July 1, 1879.
33. The American Union Telegraph Company of Missouri; Chas. S. Greeley, president, St. Louis, Mo. Received and filed July 9, 1879.
34. Wabash Railway Company; Cyrus W. Field, president, New York. Received and filed July 11, 1879.
35. The American Union Telegraph Company of New Jersey; D. H. Bates, president, Jersey City, N. J. Received and filed July 17, 1879.
36. The Baltimore and Ohio Railroad Company of Maryland; John W. Garrett, president, Baltimore, Md. Received and filed July 18, 1879.
37. The American Union Telegraph Company of Baltimore City, Md. Received and filed July 31, 1879.
38. The Deer Lodge Telegraph Company of Butte City, Mont. Received and filed August 30, 1879.
39. The American Union Telegraph Company of Pennsylvania; D. H. Bates, president, Philadelphia. Received and filed September 4, 1879.
40. The American Union Telegraph Company of Indiana, La Fayette, Ind. Received and filed September 12, 1879.
41. The Cheyenne and Black Hills Telegraph Company; W. H. Hibbard, superintendent, Cheyenne, Wyo. Received and filed November 7, 1879.
42. The American Union Telegraph Company of Ohio; Frank B. Swayne, president, Toledo, Ohio. Received and filed November 8, 1879.
43. The American Union Telegraph Company of Louisiana; Ed. Leloup, secretary, New Orleans, La. Received and filed March 1, 1880.
44. Baltimore and Ohio Telegraph Company of Ohio; Geo. Hoadley, president, Cincinnati, Ohio. Received and filed September 3, 1880.
45. The Wabash, St. Louis and Pacific Railway Company of St. Louis, Mo.; Solon Humphreys, president, No. 80 Broadway, New York, N. Y. Received and filed September 13, 1880.

46. Baltimore and Ohio Telegraph Company of Illinois; C. H. Hudson, president, No. 81 South Clark street, Chicago, Ill. Received and filed September 23, 1880.
47. Frontier Telegraph Company of Texas; G. O. Appleby, president, Lampasas, Tex. Received and filed October 25, 1880.
48. Bankers and Merchants' Telegraph Company of New Jersey; J. Heron Coosman, president, No. 58 Broadway, New York, N. Y. Received and filed April 21, 1881.
49. Bankers and Merchants' Telegraph Company of New York; Wm. W. Maris, president, No. 58 Broadway, New York, N. Y. Received and filed June 8, 1881.
50. Mutual Union Telegraph Company of Illinois; Carroll Sprigg, secretary, Chicago, Ill. Received and filed October 24, 1881.
51. Mutual Union Telegraph Company of Missouri; Carroll Sprigg, secretary, Chicago, Ill. Received and filed November 14, 1881.
52. New Jersey Mutual Telegraph Company; Jno. H. Walker, secretary, Newark, N. J. Received and filed November 17, 1881.
53. Bankers and Merchants' Telegraph Company; Wm. W. Maris, president, 58 Broadway, New York. Received and filed December 8, 1881.
54. The Baltimore and Ohio Telegraph Company; Welty McCullogh, secretary, Pittsburgh, Pa. Received and filed March 6, 1882.
55. East Tennessee Telephone Company; D. J. Carson, secretary, New York. Received and filed May 31, 1882.
56. Southern Telegraph Company; James F. Cox, president, 48 Exchange place, New York. Received and filed August 4, 1882.
57. Postal Telegraph Company; A. W. Beard, president, 2 Wall street, New York. Received and filed August 31, 1882.
58. Bankers and Merchants' Telegraph Company of Baltimore City; J. G. Case, secretary, 58 Broadway, New York. Received and filed December 14, 1882.
59. Mutual Union Telegraph Company of New York; John G. Moore, president. Received and filed March 5, 1883.
60. The Baltimore and Ohio Telegraph Company in Pennsylvania; J. B. Washington, secretary, Pittsburgh, Pa. Received and filed March 17, 1883.
61. The Baltimore and Ohio Telegraph Company of Indiana; Geo. P. Frick, president; Dan'l T. Downey, secretary. Received and filed July 17, 1883.
62. The Baltimore and Ohio Telegraph Company of the State of New York; Geo. P. Frick, president; Edward R. Golliday, secretary. Received and filed July 17, 1883.
63. The Northern and Southern Telegraph Company, corner State and Bridges streets, New York city; John F. Davis, president; Wm. H. Harfield, secretary. Received and filed September 28, 1883.
64. Baltimore and Ohio Telegraph Company of New Jersey; Geo. P. Frick, president; Edward R. Golliday, secretary. Received and filed November 7, 1883.
65. National Telegraph Company of New York; Calvin S. Boice, president; F. E. Worcester, secretary. Received and filed January 31, 1884.
66. Philadelphia and Seaboard Telegraph Company of New Jersey; Milton Cowperthwaite, secretary. Received and filed February 23, 1884.
67. Providence and Pascoag Telegraph Company of Rhode Island; D. H. Bates, president; F. Jessen, secretary. Received and filed July 10, 1884.
68. Baltimore and Ohio Telegraph Company of Missouri; Geo. P. Frick, president. Received and filed July 18, 1884.
69. Baltimore and Ohio Telegraph Company of Louisiana; D. H. Bates, president. Received and filed July 25, 1884.
70. The New England Telegraph Company; F. A. McKeone, president. Received and filed July 26, 1884.
71. The Baltimore and Ohio Telegraph Company of Texas; D. H. Bates, president. Received and filed August 13, 1884.

72. The New England Telegraph Company, of Massachusetts; Dan. S. Robeson, New York, vice-president. Received and filed September 5, 1884.
73. The Chesapeake and Ohio Telegraph Lines; C. W. Smith, general manager, Richmond, Va. Received and filed September 29, 1884.
74. The Baltimore and Ohio Telegraph Company of Massachusetts; D. H. Bates, president. Received and filed December 15, 1884.
75. The Postal Telegraph and Cable Company; Henry Rosener, second vice-president. Received and filed January 29, 1885.
76. The Pacific Telegraph Company; George H. Myers, secretary. Received and filed July 27, 1885.
77. The Baltimore and Ohio Telegraph Company of Baltimore County, Maryland; D. H. Bates, president. Received and filed February 20, 1886.
78. Postal Telegraph-Cable Company; Jas. H. Withington, president. Received and filed April 6, 1886.
79. The North American Telegraph Company; W. H. Eustis, secretary. Received and filed April 22, 1886.
80. The San Juan Telegraph Company; W. E. Block, secretary, Ouray, Colo. Received and filed June 9, 1886.
81. Pacific Postal Telegraph-Cable Company; Henry Rosener, president, New York, N. Y. Received and filed July 20, 1886.
82. The Baltimore and Ohio Telegraph Company of Pennsylvania; R. Duryea, secretary, Baltimore, Md. Received and filed September 11, 1886.
83. The Manhattan Railway Company; D. W. McWilliams, secretary, New York, N. Y. Received and filed October 6, 1886.
84. The Pacific Mutual Telegraph Company; George M. Meyers, secretary, Rosedale, Kans. Received and filed February 24, 1887.

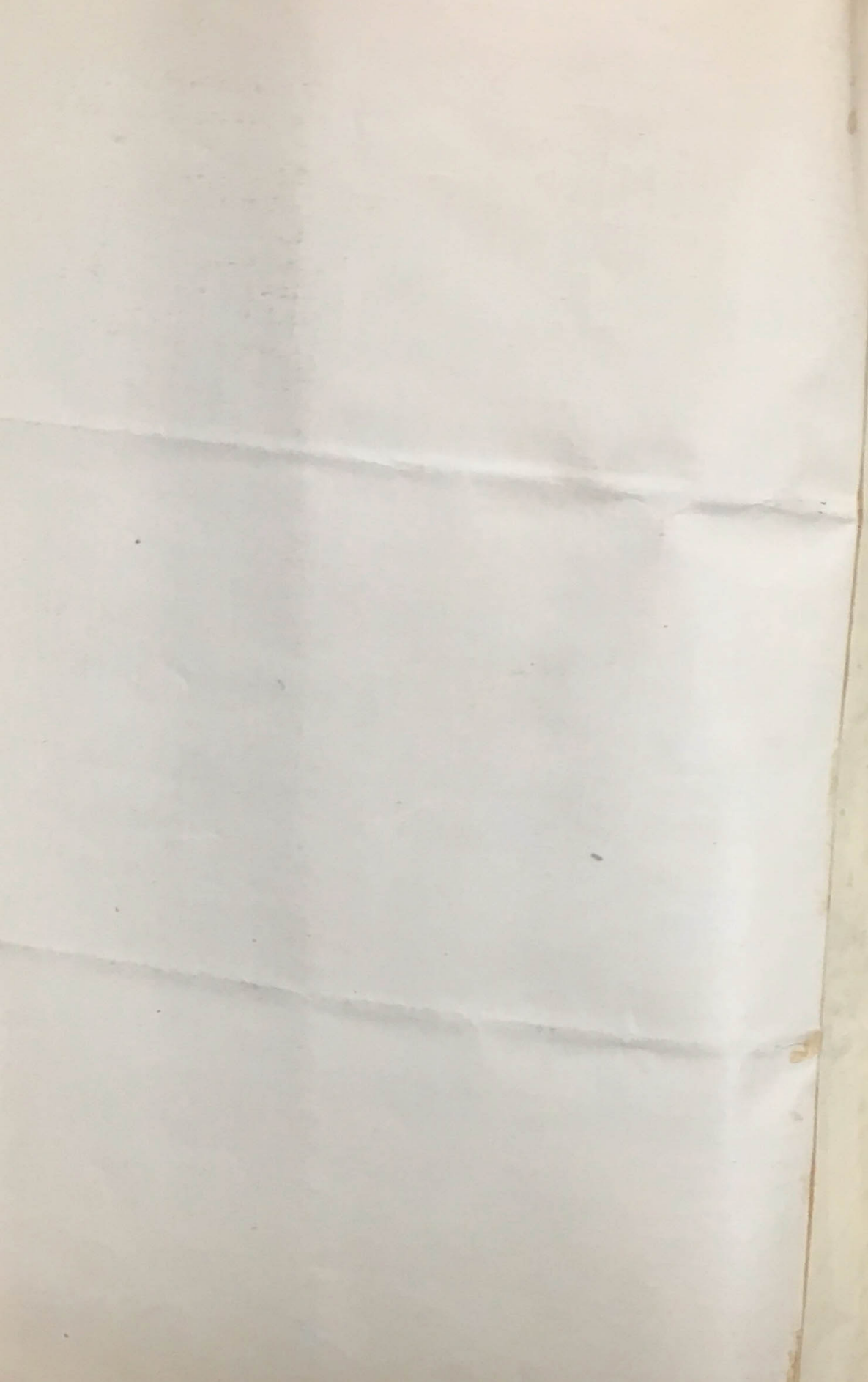
SCHEDULE OF RATES FOR GOVERNMENT TELEGRAMS

On and after July 1, 1887.

No. of Words.	RATE FOR TWENTY WORDS AND MULTIPLES OF TWENTY, AND FOR WORDS ADDITIONAL TO TWENTY OR ANY MULTIPLE THEREOF.															
	1,000 miles or less.	1,100 miles.	1,200 miles.	1,300 miles.	1,400 miles.	1,500 miles.	1,600 miles.	1,700 miles.	1,800 miles.	1,900 miles.	2,000 miles.	2,100 miles.	2,200 miles.	2,300 miles.	2,400 miles.	2,500 miles or more.
20.....	\$0.20	\$0.22	\$0.24	\$0.26	\$0.28	\$0.30	\$0.32	\$0.34	\$0.36	\$0.38	\$0.40	\$0.42	\$0.44	\$0.46	\$0.48	\$0.50
40.....	.40	.44	.48	.52	.56	.60	.64	.68	.72	.76	.80	.84	.88	.92	.96	1.00
60.....	.60	.66	.72	.78	.84	.90	.96	1.02	1.08	1.14	1.20	1.26	1.32	1.38	1.44	1.50
80.....	.80	.88	.96	1.04	1.12	1.20	1.28	1.36	1.44	1.52	1.60	1.68	1.76	1.84	1.92	2.00
100.....	1.00	1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50
200.....	2.00	2.20	2.40	2.60	2.80	3.00	3.20	3.40	3.60	3.80	4.00	4.20	4.40	4.60	4.80	5.00
300.....	3.00	3.30	3.60	3.90	4.20	4.50	4.80	5.10	5.40	5.70	6.00	6.30	6.60	6.90	7.20	7.50
400.....	4.00	4.40	4.80	5.20	5.60	6.00	6.40	6.80	7.20	7.60	8.00	8.40	8.80	9.20	9.60	10.00
500.....	5.00	5.50	6.00	6.50	7.00	7.50	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50
1.....	.01	.01	.01	.01	.01	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02	.03
2.....	.02	.02	.02	.03	.03	.03	.03	.03	.04	.04	.04	.04	.04	.05	.05	.05
3.....	.03	.03	.04	.04	.04	.05	.05	.05	.05	.06	.06	.06	.07	.07	.07	.08
4.....	.04	.04	.05	.05	.06	.06	.06	.07	.07	.08	.08	.08	.09	.09	.10	.10
5.....	.05	.06	.06	.07	.07	.08	.08	.09	.09	.10	.10	.11	.11	.12	.12	.13
6.....	.06	.07	.07	.08	.08	.09	.10	.10	.11	.11	.12	.13	.13	.14	.14	.15
7.....	.07	.08	.08	.09	.10	.11	.11	.12	.13	.13	.14	.15	.15	.16	.17	.18
8.....	.08	.09	.10	.10	.11	.12	.13	.14	.14	.15	.16	.17	.18	.18	.19	.20
9.....	.09	.10	.11	.12	.13	.14	.14	.15	.16	.17	.18	.19	.20	.21	.22	.23
10.....	.10	.11	.12	.13	.14	.15	.16	.17	.18	.19	.20	.21	.22	.23	.24	.25
11.....	.11	.12	.13	.14	.15	.17	.18	.19	.20	.21	.22	.23	.24	.25	.26	.28
12.....	.12	.13	.14	.16	.17	.18	.19	.20	.22	.23	.24	.25	.26	.28	.29	.30
13.....	.13	.14	.16	.17	.18	.20	.21	.22	.23	.25	.26	.27	.29	.30	.31	.33
14.....	.14	.15	.17	.18	.20	.21	.22	.24	.25	.27	.28	.29	.31	.32	.34	.35
15.....	.15	.17	.18	.20	.21	.23	.24	.26	.27	.29	.30	.32	.33	.35	.36	.38
16.....	.16	.18	.19	.21	.22	.24	.26	.27	.29	.30	.32	.34	.35	.37	.38	.40
17.....	.17	.19	.20	.22	.24	.26	.27	.29	.31	.32	.34	.36	.37	.39	.41	.43
18.....	.18	.20	.22	.23	.25	.27	.29	.31	.32	.34	.36	.38	.40	.41	.42	.45
19.....	.19	.21	.23	.25	.27	.29	.30	.32	.34	.36	.38	.40	.42	.44	.46	.48

In computing the rate on any message—first, ascertain the distance by reference to the Table of Distances by Capitals; second, count the number of words to be paid for in the message. If such number of words exceeds twenty, take the rate for the distance on the multiple of twenty *next lowest* to such number, and to the rate thus ascertained add the rate for the words in *excess* of such multiple for the same distance.

TABLE OF DISTANCES—BY CAPITALS.



CIRCULAR.
TELEGRAPHING.

1888.

Department No. 87.

Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., July 27, 1888.

The following communication from the Postmaster-General, prescribing rates to be paid by the Government for telegraphing for the year ending June 30, 1889, is hereby published for the information of officers of the Treasury Department and others whom it may concern.

HUGH S. THOMPSON,
Acting Secretary.

RATES OF PAY FOR COMMUNICATIONS BY TELEGRAPH.

POST-OFFICE DEPARTMENT,
Washington, D. C., June 29, 1888.

Pursuant to the authority vested in the Postmaster-General by the act of Congress entitled "An act to aid in the construction of telegraph lines, and to secure to the Government the use of the same for postal, military, and other purposes, approved July 24, 1866, and by the Revised Statutes of the United States, title LXV, I hereby fix the rates at which such communications as the said statutes prescribe (not including those passing over circuits established by the Chief Signal Officer of the Army) shall be sent during the fiscal year beginning July 1, 1888, and terminating June 30, 1889, by the several companies within the effect of said statutes, as follows:

For day messages of not exceeding twenty (20) words, exclusive of date, twenty (20) cents for all distances not exceeding one thousand miles, and for each word in addition to twenty (20), excluding date, one cent for all distances not exceeding one thousand miles; all distances being determined by arbitrary average as hereinafter stated.

For distances (so determined) exceeding one thousand miles, one-tenth of the price of the message for one thousand miles, as above provided, is to be added for each one hundred miles or fraction thereof of additional distance; fractions of a cent less than one-half to be disregarded, and half a cent or more to be counted as one cent. But for no distance shall the price exceed fifty (50) cents for each twenty words, excluding date; nor the rate of two and one-half cents per word for words additional to twenty (20).

For night messages of not exceeding (20) words, exclusive of date, fifteen (15) cents for all distances below two thousand miles, and for greater distances twenty-five (25) cents, and in each case one cent for each additional word.

Instead of computing the actual distances of transmission, the distance for payment shall in all cases be taken absolutely to be the number of miles between the capital of the State or Territory, or from the city of Washington, if from within the District of Columbia, from within which (whatever the place) the message is sent, and the capital of the State or Territory, or the city of Washington, if within the District of Columbia, within which (whatever the place) the message is received, as shown in the accompanying table, wherein such distances are given as computed upon the shortest practicable route between such capitals, and which is to be taken as part of this order; *provided*, that if the message be sent and received within the same State, Territory, or said District of Columbia, the distance for payment shall be taken absolutely to be the minimum distance of one thousand miles.

But it is provided, that if on the 1st day of July, 1888, or at any time during the ensuing year, any such company shall charge the public for a message of ten words or less, exclusive of the date, address, and signature, a less rate than is herein fixed for twenty words, exclusive of date, the rates here prescribed shall, as to such company thenceforth during the year, be reduced to the rates so charged to the public.

The rate for all messages in cypher known as the Signal Service Weather Report shall not exceed three (3) cents for each word sent over each circuit as now or hereafter established by the Chief Signal Officer of the Army; and all messages sent over a circuit shall be dropped at all designated offices therein without additional charge.

The statutes provide that telegrams between the several Departments of the Government and their officers and agents, in their transmission over the lines of any such company, shall have priority over all other business. All officers of the United States sending such telegrams should indorse upon the written message the words "Official Business," and should report to the Postmaster-General any failure to transmit them in such priority and any charge made in excess of the rates above prescribed.

Each company will be allowed to charge for messages received from another line at the same rate as if received from the Government direct for transmission over its own line.

DON M. DICKINSON,
Postmaster-General.

Telegraph companies which have accepted the conditions of the Act of July 24, 1866, and which are subject to the provisions of the order of the Postmaster-General fixing Government rates.

The following is a list of telegraph companies that have filed acceptance of the provisions of the act of July 24, 1866, up to the 29th day of June, 1888:

1. The American Submarine Telegraph Company of New York, N. Y. Received and filed July 24, 1866.
2. The National Telegraph Company of New York, N. Y. Received and filed July 30, 1866.
3. The Globe Insulated Lines Telegraph Company of New York, N. Y. Received and filed July 31, 1866.
4. International Telegraph Company of Portland, Me. Received and filed October 6, 1866.
5. The Atlantic and Pacific Telegraph Company of New York, N. Y. Received and filed March 19, 1867.
6. The Franco-American Land and Ocean Telegraph Company of New York, N. Y. Received and filed April 6, 1867.
7. The Globe Telegraph Company of New York. Received and filed May 30, 1867.

8. Mississippi Valley National Telegraph Company of St. Louis, Mo. Received and filed June 4, 1867.
9. Western Union Telegraph Company of New York. Received and filed June 8, 1867.
10. Northwestern Telegraph Company of Kenosha, Wis. Received and filed July 30, 1867.
11. Great Western Telegraph Company of New York. Received and filed January 17, 1868.
12. The Franklin Telegraph Company of Boston, Mass. Received and filed April 17, 1868.
13. The Insulated Lines Telegraph Company of Boston, Mass. Received and filed April 13, 1868.
14. Pacific and Atlantic Telegraph Company of Pittsburgh, Pa. Received and filed July 22, 1868.
15. The Atlantic and Pacific States Telegraph Company of Sacramento, Cal. Received and filed September 7, 1868.
16. The Eastern Telegraph Company of Philadelphia, Pa. Received and filed October 5, 1868.
17. The Delaware River Telegraph Company of Philadelphia, Pa. Received and filed October 23, 1868.
18. Cape May and Shore Telegraph Company of New York City. Received and filed April 2, 1869.
19. Peninsula Telegraph Company of New York City. Received and filed May 9, 1869.
20. Ocean Telegraph Company of Boston, Mass. Received and filed July 15, 1869.
21. The American Cable Company of New York. Received and filed April 15, 1870.
22. Southern and Atlantic Telegraph Company of Philadelphia, Pa. Received and filed July 22, 1870.
23. International Ocean Telegraph Company of New York City. Received and filed January 20, 1871.
24. Missouri River Telegraph Company of Sioux City, Iowa. Received and filed May 3, 1871.
25. The Marine and Inland Telegraph Company of New Jersey, 715 Locust street, Philadelphia. Received and filed November 27, 1872.
26. Atlantic and Pacific Telegraph Company of Missouri; Executive Office, 145 Broadway, New York City. Received and filed May 8, 1877.
27. New Jersey and New England Telegraph Company. Received and filed November 21, 1878. Address A. L. Worthington, No. 10 Green street, Trenton, N. J.
28. The American Rapid Telegraph Company, 41 Wall street, New York. Received and filed April 12, 1879. Special rates received and filed April 1, 1881.
29. Central Union Telegraph Company, 145 Broadway, New York. Received and filed May 9, 1879.
30. New York Land and Ocean Telegraph Company. Received and filed May 10, 1879.
31. Deseret Telegraph Company, Salt Lake City, Utah. Received and filed May 19, 1879.
32. American Union Telegraph Company of New York, 145 Broadway, New York. Received and filed July 1, 1879.
33. The American Union Telegraph Company of Missouri; Chas. S. Greeley, president, St. Louis, Mo. Received and filed July 9, 1879.
34. Wabash Railway Company; Cyrus W. Field, president, New York. Received and filed July 11, 1879.
35. The American Union Telegraph Company of New Jersey; D. H. Bates, president, Jersey City, N. J. Received and filed July 17, 1879.
36. The Baltimore and Ohio Railroad Company of Maryland; John W. Garrett, president, Baltimore, Md. Received and filed July 18, 1879.
37. The American Union Telegraph Company of Baltimore City, Md. Received and filed July 31, 1879.
38. The Deer Lodge Telegraph Company of Butte City, Mont. Received and filed August 30, 1879.
39. The American Union Telegraph Company of Pennsylvania; D. H. Bates, president, Philadelphia. Received and filed September 4, 1879.
40. The American Union Telegraph Company of Indiana, La Fayette, Ind. Received and filed September 12, 1879.

41. The Cheyenne and Black Hills Telegraph Company; W. H. Hibbard, superintendent, Cheyenne, Wyoming. Received and filed November 7, 1879.
42. The American Union Telegraph Company of Ohio; Frank B. Swayne, president, Toledo, Ohio. Received and filed November 8, 1879.
43. The American Union Telegraph Company of Louisiana; Ed. Leloup, secretary, New Orleans, La. Received and filed March 1, 1880.
44. Baltimore and Ohio Telegraph Company of Ohio; Geo. Hoadley, president, Cincinnati, Ohio. Received and filed September 3, 1880.
45. The Wabash, St. Louis and Pacific Railway Company of St. Louis, Mo.; Solon Humphreys, president, No. 80 Broadway, New York. Received and filed September 13, 1880.
46. Baltimore and Ohio Telegraph Company of Illinois; C. H. Hudson, president, No. 81 South Clark street, Chicago, Ill. Received and filed September 23, 1880.
47. Frontier Telegraph Company of Texas; G. O. Appleby, president, Lampasas, Tex. Received and filed October 25, 1880.
48. Bankers and Merchants' Telegraph Company of New Jersey; J. Heron Coosman, president, No. 58 Broadway, New York, N. Y. Received and filed April 21, 1881.
49. Bankers and Merchants' Telegraph Company of New York; Wm. W. Maris, president, No. 58, Broadway, New York, N. Y. Received and filed June 8, 1881.
50. Mutual Union Telegraph Company of Illinois; Carroll Sprigg, secretary, Chicago, Ill. Received and filed October 24, 1881.
51. Mutual Union Telegraph Company of Missouri; Carroll Sprigg, secretary, Chicago, Ill. Received and filed November 14, 1881.
52. New Jersey Mutual Telegraph Company; Jno. H. Walker, secretary, Newark, N. J. Received and filed November 17, 1881.
53. Bankers and Merchants' Telegraph Company; Wm. W. Maris, president, 58 Broadway, New York. Received and filed December 8, 1881.
54. The Baltimore and Ohio Telegraph Company; Welty McCullough, secretary, Pittsburgh, Pa. Received and filed March 6, 1882.
55. East Tennessee Telephone Company; D. J. Carson, secretary, New York. Received and filed May 31, 1882.
56. Southern Telegraph Company; James F. Cox, president, 48 Exchange Place, New York. Received and filed August 4, 1882.
57. Postal Telegraph Company; A. W. Beard, president, 2 Wall street, New York. Received and filed August 31, 1882.
58. Bankers and Merchants' Telegraph Company of Baltimore City; J. G. Case, secretary, 58 Broadway, New York. Received and filed December 14, 1882.
59. Mutual Union Telegraph Company of New York; John G. Moore, president. Received and filed March 5, 1883.
60. The Baltimore and Ohio Telegraph Company in Pennsylvania; J. B. Washington, secretary, Pittsburgh, Pa. Received and filed March 17, 1883.
61. The Baltimore and Ohio Telegraph Company of Indiana; Geo. P. Frick, president; Dan'l T. Downey, secretary. Received and filed July 17, 1883.
62. The Baltimore and Ohio Telegraph Company of the State of New York; Geo. P. Frick, president; Edward R. Golliday, secretary. Received and filed July 17, 1883.
63. The Northern and Southern Telegraph Company, corner State and Bridges streets, New York City; John F. Davis, president; Wm. H. Harfield, secretary. Received and filed September 28, 1883.
64. Baltimore and Ohio Telegraph Company of New Jersey; Geo. P. Frick, president; Edward R. Golliday, secretary. Received and filed November 7, 1883.
65. National Telegraph Company of New York; Calvin S. Boice, president; F. E. Worcester, secretary. Received and filed January 31, 1884.

66. Philadelphia and Seaboard Telegraph Company of New Jersey; Milton Cowperthwaite, secretary. Received and filed February 23, 1884.
67. Providence and Pascoag Telegraph Company of Rhode Island; D. H. Bates, president; F. Jessen, secretary. Received and filed July 10, 1884.
68. Baltimore and Ohio Telegraph Company of Missouri; Geo. B. Frick, president. Received and filed July 18, 1884.
69. Baltimore and Ohio Telegraph Company of Louisiana; D. H. Bates, president. Received and filed July 25, 1884.
70. The New England Telegraph Company; F. A. McKeone, president. Received and filed July 26, 1884.
71. The Baltimore and Ohio Telegraph Company of Texas; D. H. Bates, president. Received and filed August 13, 1884.
72. The New England Telegraph Company of Massachusetts; Dan. S. Robeson, New York, vice-president. Received and filed September 5, 1884.
73. The Chesapeake and Ohio Telegraph Lines; C. W. Smith, general manager, Richmond, Va. Received and filed September 29, 1884.
74. The Baltimore and Ohio Telegraph Company of Massachusetts; D. H. Bates, president. Received and filed December 15, 1884.
75. The Postal Telegraph and Cable Company; Henry Rosener, second vice-president. Received and filed January 29, 1885.
76. The Pacific Telegraph Company; George H. Myers, secretary. Received and filed July 27, 1885.
77. The Baltimore and Ohio Telegraph Company of Baltimore County, Maryland; D. H. Bates, president. Received and filed February 20, 1886.
78. Postal Telegraph Cable Company; Jas. H. Withington, president. Received and filed April 6, 1886.
79. The North American Telegraph Company; W. H. Eustis, secretary. Received and filed April 22, 1886.
80. The San Juan Telegraph Company; W. E. Block, secretary, Ouray, Colo. Received and filed June 9, 1886.
81. Pacific Postal Telegraph-Cable Company; Henry Rosener, president, New York, N. Y. Received and filed July 20, 1886.
82. The Baltimore and Ohio Telegraph Company of Pennsylvania; R. Duryea, secretary, Baltimore, Md. Received and filed September 11, 1886.
83. The Manhattan Railway Company; D. W. McWilliams, secretary, New York, N. Y. Received and filed October 6, 1886.
84. The Pacific Mutual Telegraph Company; George M. Meyers, secretary, Rosedale, Kans. Received and filed February 24, 1887.
85. The Empire and Bay State Telegraph Company; Henry Macdona, secretary, New York, N. Y. Received and filed July 12, 1887.
86. The Spokane Falls and Wardner Telephone-Telegraph Lines; W. S. Norman, owner, Spokane, Falls, Wash. Received and filed August 17, 1887.
87. The Rocky Mountain Telegraph Company; W. M. Cairns, general manager, Butte, Mont. Received and filed August 18, 1887.
88. The Central Arizona Telegraph Company; L. H. Wilson, president, Prescott, Ariz. Received and filed October 6, 1887.
89. W. S. Norman's U. S. Military Telegraph Line, between Fort Cœur d'Alene and Spokane Falls; W. S. Norman, Spokane Falls, Wash. Received and filed October 13, 1887.
90. The Wyoming Inland Telegraph Company; F. B. Proctor, secretary, Buffalo, Wyo. Received and filed October 19, 1887.
91. The Chicago Postal Telegraph Company; Marcus Pollasky, president, Chicago, Ill. Received and filed January 3, 1888.

SCHEDULE OF RATES FOR GOVERNMENT TELEGRAMS

On and after July 1, 1888.

NO. OF WORDS.	RATE FOR TWENTY WORDS AND MULTIPLES OF TWENTY, AND FOR WORDS ADDITIONAL TO TWENTY OR ANY MULTIPLE THEREOF.															
	1,000 miles or less.	1,100 miles.	1,200 miles.	1,300 miles.	1,400 miles.	1,500 miles.	1,600 miles.	1,700 miles.	1,800 miles.	1,900 miles.	2,000 miles.	2,100 miles.	2,200 miles.	2,300 miles.	2,400 miles.	2,500 miles or more.
20.....	\$0.20	\$0.22	\$0.24	\$0.26	\$0.28	\$0.30	\$0.32	\$0.34	\$0.36	\$0.38	\$0.40	\$0.42	\$0.44	\$0.46	\$0.48	\$0.50
40.....	.40	.44	.48	.52	.56	.60	.64	.68	.72	.76	.80	.84	.88	.92	.96	1.00
60.....	.60	.66	.72	.78	.84	.90	.96	1.02	1.08	1.14	1.20	1.26	1.32	1.38	1.44	1.50
80.....	.80	.88	.96	1.04	1.12	1.20	1.28	1.36	1.44	1.52	1.60	1.68	1.76	1.84	1.92	2.00
100.....	1.00	1.10	1.20	1.30	1.40	1.50	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.30	2.40	2.50
200.....	2.00	2.20	2.40	2.60	2.80	3.00	3.20	3.40	3.60	3.80	4.00	4.20	4.40	4.60	4.80	5.00
300.....	3.00	3.30	3.60	3.90	4.20	4.50	4.80	5.10	5.40	5.70	6.00	6.30	6.60	6.90	7.20	7.50
400.....	4.00	4.40	4.80	5.20	5.60	6.00	6.40	6.80	7.20	7.60	8.00	8.40	8.80	9.20	9.60	10.00
500.....	5.00	5.50	6.00	6.50	7.00	7.50	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50
1.....	.01	.01	.01	.01	.01	.02	.02	.02	.02	.02	.02	.02	.02	.02	.02	.03
2.....	.02	.02	.02	.03	.03	.03	.03	.03	.04	.04	.04	.04	.04	.05	.05	.05
3.....	.03	.03	.04	.04	.04	.05	.05	.05	.05	.06	.06	.06	.06	.07	.07	.08
4.....	.04	.04	.05	.05	.06	.06	.06	.07	.07	.08	.08	.08	.09	.09	.10	.10
5.....	.05	.06	.06	.07	.07	.08	.08	.09	.10	.10	.11	.11	.12	.12	.13	.13
6.....	.06	.07	.07	.08	.08	.09	.10	.10	.11	.11	.12	.13	.13	.14	.14	.15
7.....	.07	.08	.08	.09	.10	.11	.11	.12	.13	.13	.14	.15	.15	.16	.17	.18
8.....	.08	.09	.10	.10	.11	.12	.13	.14	.14	.15	.16	.17	.18	.18	.19	.20
9.....	.09	.10	.11	.12	.13	.14	.15	.16	.17	.18	.19	.20	.21	.22	.23	.24
10.....	.10	.11	.12	.13	.14	.15	.16	.17	.18	.19	.20	.21	.22	.23	.24	.25
11.....	.11	.12	.13	.14	.15	.17	.18	.19	.20	.21	.22	.23	.24	.25	.26	.28
12.....	.12	.13	.14	.16	.17	.18	.19	.20	.22	.23	.24	.25	.26	.28	.29	.30
13.....	.13	.14	.16	.17	.18	.20	.21	.22	.23	.25	.26	.27	.29	.30	.31	.33
14.....	.14	.15	.17	.18	.20	.21	.22	.24	.25	.27	.28	.29	.31	.32	.34	.35
15.....	.15	.17	.18	.20	.21	.23	.24	.26	.27	.29	.30	.32	.33	.35	.36	.38
16.....	.16	.18	.19	.21	.22	.24	.26	.27	.29	.30	.32	.34	.35	.37	.38	.40
17.....	.17	.19	.20	.22	.24	.26	.27	.29	.31	.32	.34	.36	.37	.39	.41	.43
18.....	.18	.20	.22	.23	.25	.27	.29	.31	.32	.34	.36	.38	.40	.41	.42	.45
19.....	.19	.21	.23	.25	.27	.29	.30	.32	.34	.36	.38	.40	.42	.44	.46	.48

In computing the rate on any message—first, ascertain the distance by reference to the Table of Distances by Capitals; second, count the number of words to be paid for in the message. If such number of words exceeds twenty, take the rate for the distance on the multiple of twenty next lowest to such number, and to the rate thus ascertained add the rate for the words in excess of such multiple for the same distance.

TABLE OF DISTANCES—BY CAPITALS.

C I R C U L A R .

TELEGRAPHING—ECONOMY IN EXPENDITURES, ADJUSTMENT OF ACCOUNTS, &c.

1889.

Department No. 30.

Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., March 24, 1889.

To secure economy in expenditures on account of telegraphing, to correct abuses in the use of the wires, and to properly adjust accounts for telegraphic service, the following instructions are published for the information and guidance of all concerned :

I. The telegraph will be used only upon important public business, and in cases of urgent necessity, where the ordinary mail facilities fail to furnish sufficient dispatch. When telegrams are sent upon business that would ordinarily be transacted through the mails, the facts as to their necessity must be satisfactorily shown or they will be disallowed in the settlement of accounts.

II. All telegrams sent by officers in their own personal interest, or in the interest or behalf of any employé, or by private parties, must be prepaid ; and all telegraphic replies to such telegrams will be sent at the expense of the parties sending them.

III. Telegrams should be in the briefest possible form consistent with clear, intelligible expression, as each word, initial letter, and figure wired is charged for in the accounts of the telegraph companies. The name of the officer addressed need not be used, his official designation being sufficient, as, for example, "The Secretary of the Treasury." The signature and official designation of the sender should also be contracted as much as possible.

IV. Chief officers of the customs, when it becomes necessary for them to use the telegraph in communicating with subordinates or other customs officers on official business, should see that only Government rates are charged for all telegrams received and sent, and they must, in all instances, forward copies of such telegrams to the Department with their requests for authority for payment.

V. Official telegrams sent over the wires of the United Lines and Western Union Telegraph Companies, by and to the chief officers of the Department at Washington, should not be prepaid, as monthly bills for such service are rendered by said companies.

VI. In the settlement of all accounts against the Department for telegraphing, the telegrams must be carefully examined to see that only Government rates are charged, and the officer sending or receiving the telegrams will be required to certify that they were on public business, and that they were rendered necessary by the exigencies of the service. Such certificate will be in the form appended.

W. WINDOM,

Secretary.

OFFICE OF _____, 188 .

I hereby certify that the telegrams specified in the above bill were on public business connected with this office, and that they were rendered necessary by the exigencies of the service. _____,

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., September 2nd, 1889.

C I R C U L A R L E T T E R.

The following instructions relative to the preparation of the daily statement of receipts, payments and balances [form No. 250] will take effect from this date:

The opening balance of lawful money will comprise all the moneys available for bullion purposes whether on hand in cash or on deposit with depository banks and Assistant Treasurers.

The amount received on transfer orders will be entered on the daily statement of the date of the receipt of the notice of the transfer.

Payments by check will specify the amount drawn on each Assistant Treasurer and depository bank. Checks should not be drawn in payment of the same deposit on different Assistant Treasurers. The balance at the close of the day's business in lawful money will comprise the full amount on the credit of the officer in charge as a bullion fund.

Payments from the bullion fund will be by check, except payments for the clip cut for assay, and change on deposits of silver, which will be paid for in cash over the counter. For this purpose the officer in charge will draw a check for \$50 in his own favor as often as may be necessary, which will be marked "change".

September 2nd, 1922

CIRCULAR 1111

Department of the Interior, Bureau of Land Management

Washington, D. C.

TO THE LAND OWNERS

AND TO THE PUBLIC

FOR THE PURPOSE OF

REVENUE AND LAND MANAGEMENT

IT IS ORDERED THAT

THE FOLLOWING RULES

SHALL BE OBSERVED

IN THE SALE OF

LANDS BELONGING TO THE UNITED STATES

AND TO THE PUBLIC

FOR THE PURPOSE OF

REVENUE AND LAND MANAGEMENT

IT IS ORDERED THAT

THE FOLLOWING RULES

SHALL BE OBSERVED

No checks will be drawn on the Assistant Treasurers at New York and San Francisco for a less amount than \$100.

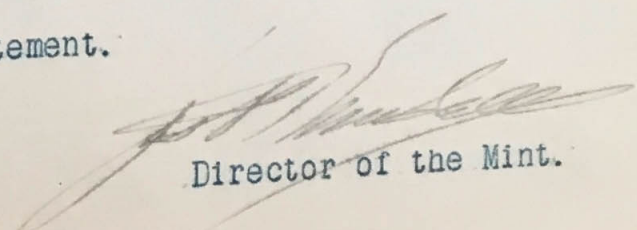
Funds belonging to the ordinary accounts will be deposited with the depository bank in the city in which the assay office is located, and all bills of over \$10 in amount will be paid by check. Petty bills of less than \$10 will be paid in cash over the counter. For this purpose the officer in charge will draw a check in his own favor for \$25, marked "petty expenses", as often as may be necessary.

Salaries and wages in round sums, approximating but not exceeding the amount due each officer and employe, will be paid at the middle of the month on a pay-roll and a check for the total amount of the roll drawn, but the roll at the end of the month will embrace the service of the entire month.

Payments to employes, other than on semi-monthly and monthly pay-rolls, will not be made except in cases of death, sickness or other extreme necessity.

The amount of each day's payments, whether for salaries, wages or incidental expenses, will be deducted on the daily statement from the cash belonging to the ordinary account, so that the balance reported will be the exact balance in cash on hand.

Moneys received for assays of bullion, sales of old material and from other miscellaneous sources, not belonging to the bullion or ordinary accounts, will not be entered on this statement.


Director of the Mint.

15189

Treasury Department,

BUREAU OF THE MINT.

Washington, D. C., September 25th, 1889.

CIRCULAR LETTER.

M. E. Smith, Esq.,

Assayer, U. S. Mint,

Denver, Colo.

Sir:

In making requisitions upon the Department for forms and books, the requirements of the enclosed circular will be strictly observed.

Especial attention is directed to paragraph 6. Much trouble is imposed upon this Bureau and the Stationery Division of the Department in making the forms and books ordered conform to the sizes of paper used by the Department. The Public Printer has only such sizes of paper as are enumerated on the circular, indeed there are but few other standard sizes made, and the purpose of this regulation is to prevent waste and loss in cutting.

Hereafter when blanks and books ordered are not made to conform to the sizes of paper used by the Public Printer, they will be returned for correction in this particular.

Respectfully yours,

E. D. Leach
Acting Director of the Mint.

CIRCULAR.

REQUISITIONS FOR PRINTING, BINDING, &c.

[Superseding all previous Regulations on the subject.]

1885.

Department No. 61.

Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., May 9, 1885.

To all Officers, Clerks, and Employes of the Treasury Department:

To secure uniformity and economy in publishing circulars, reports, &c., in printing blanks, and in printing and binding blank books, and to prevent confusion in their use, a strict compliance with the following regulations is hereby enjoined upon all officers of the Department:

I. Blank books should be ordered at least two months, and blanks and other printing one month, before needed for use.

II. A year's supply of established forms of books and blanks should be ordered at a time.

III. No requisition shall be for more than one form.

IV. No requisition will be advanced or made special, except in case of absolute and unavoidable necessity.

V. The title of each blank book will be written on requisition, but *directions for making books will appear in detail on the copy*, and must specify—1. The number of leaves or openings required. 2. The style of binding desired, *i. e.*, whether *Russia ends and bands; †half Russia, patent back; †half Russia, plain, cloth sides; †half Russia, plain, paper sides; or §board covers, cut flush. 3. Specific instructions for titling, paging, indexing, tagging, canvas covering, &c.

VI. Blank books and blanks must conform as nearly as practicable to the following standard sizes of paper (or fractional divisions thereof) used at the office of the Public Printer:

Double Folio.....	22 by 34 inches.	Royal.....	19 by 24 inches.
Imperial.....	22½ by 31 "	Medium.....	18 by 23 "
Super-royal.....	20 by 28 "	Folio.....	17 by 22 "
Double Demy.....	20½ by 32 "	Demy.....	16 by 20½ "
Double Cap.....	17 by 28 "	Cap.....	14 by 17 "
Double Cap.....	16½ by 26 "	Cap.....	13 by 16½ "

VII. Each blank book must have printed, on the back or side, its title, the serial number of the volume, the name of the division and office in which it is to be used, and the name of the Department; and, whenever practicable, the heading of each page will distinctly show the character of the transactions to be entered, and the sub-headings of columns should be sufficiently full to clearly indicate their purpose.

*Suitable for books of 250 leaves or more.

†Suitable for books of from 175 to 250 leaves.

‡Suitable for books of from 88 to 175 leaves.

§Suitable for books of less than 88 leaves, which are not subjected to much handling.

To secure uniformity and economy, and to prevent confusion.

Time required for making books and printing blanks.

Quantity to be ordered.

Contents of requisitions.

No requisition made special, except.

Title of each book to be written on requisition, but directions for making will appear on copy.

Styles of binding, &c.

Books and blanks must conform to standard sizes of paper.

Title, &c., to be printed on back or side of blank book.

Headings and sub-headings must indicate their purpose.

To avoid mutilation of books.

VIII. To avoid the mutilation of the books of the Department, loose sheets of each for should be kept on hand, to be used as printer's copy when ordering new supplies.

Printed books can be bound only in cloth or sheep.

Different kinds of sheep binding.

Directions for titling, &c., should be sent with material.

IX. Printed books can, under the law, be bound only in cloth or sheep. When sheep binding is deemed necessary, the particular style desired should be specified *on the requisition* i. e., either full sheep, (light or dark;) half sheep, (light or dark,) cloth sides; or half sheep (light or dark,) paper sides. Directions for titling should accompany the material to be bound and, when it is deemed important to have lettering, &c., agree with the previous volumes of series, a sample ought also to be sent with the material.

A heading, serial number, &c., must be printed on every blank.

X. Every blank, when printed, must have a serial number and a brief heading, and should also contain the name of the office (with the name of the division, in case of the Secretary's office) in which it is to be used.

A brief heading must be printed on each circular, &c.

XI. Each circular, circular letter, report, or other printed document, must have a brief heading showing its contents or the use to which it is to be applied.

Only the Nos. of blanks need appear on requisitions, &c.

XII. In ordering blanks, the numbers only need be written on requisitions. Necessary instructions for the printer should appear on the copy.

When color or kind of ink desired should be stated on copy.

XIII. When it is desired that a form be printed in other than ordinary black ink, particular color or kind should be specified on the copy.

Copy must be thoroughly prepared, &c.

XIV. All copy should be carefully and thoroughly prepared—to avoid, as far as possible, alterations in proof; and, to enable the Public Printer to furnish the estimates of cost required by law, the copy must invariably accompany requisitions.

Proofs should be promptly examined and returned.

XV. Proofs should be promptly examined and returned to the Division of Stationery, Printing, and Blanks, *in the envelopes or jackets in which they are received from the printer.*

Reports should be ordered sparingly.

XVI. Heads of bureaus, in making requisitions for their annual and other reports authorized to be printed, should not order more copies than necessity actually demands. The appropriation for printing and binding for the Department is limited, and rigid economy required in its expenditure.

Clerks should familiarize themselves with details of work.

In order that these instructions may be intelligently carried out, the clerks in each bureau of the Department and division of the Secretary's office to whom the duty of preparing copy and making requisitions is assigned, should be required to familiarize themselves with the technicalities and details of the work.

DANIEL MANNING,

Secretary

Extracts from the Law relating to Public Printing and Binding.

"All printing, binding, and blank books for the * * * Executive * * * Departments, shall be done at the Government Printing Office, except in cases otherwise provided by law."—(Sec. 3786, *Revised Statutes*.)

"The forms and style in which the printing or binding ordered by any of the Departments shall be executed, the material and size of type to be used, shall be determined by the Congressional Printer, having proper regard to economy, workmanship and the purposes for which the work is needed."—(Sec. 3790, *Revised Statutes*.)

"* * * That it shall not be lawful for the head of any Executive Department, or of any bureau, branch, or office within the Government, to cause to be printed, nor shall the Public Printer print, any document or matter of any character whatsoever except that which is authorized by law and necessary to administer the public business, nor shall any bureau officer cause to be printed in his annual or other report to be printed any matter not directly pertaining to the duties of his office as prescribed by law."—(Act July 7, 1884.)

"The head of each Department * * * shall furnish to the Congressional Printer copies of the documents usually accompanying his annual report, on or before the first day of November in each year, and a copy of his annual report on or before the third Monday in November in each year."—(Sec. 196, *Revised Statutes*.)

"* * * That no expensive maps or illustrations shall be printed without the special order of Congress."—(Act July 7, 1884.)

"* * * And hereafter no binding shall be done for any Department of the Government except in plain sheep binding, and no books shall be printed and bound except when the same shall be ordered by Congress, or are authorized by law to be printed and bound for record and account books, which may be bound in Russia leather, sheep fleathers and skivers, when authorized by the Department."—(Act June 20, 1878.)

C I R C U L A R.

PURCHASE OF UNCURRENT GOLD COINS AT THE MINTS AND ASSAY OFFICES OF THE UNITED STATES.

1889.
Department No. 129.

Treasury Department, BUREAU OF THE MINT,

Washington, D. C., December 17, 1889.

Mutilated or otherwise uncurrent United States gold coins, of any denomination, will be received at any of the mints or assay offices of the United States, and the value of the fine gold contained will be paid to the depositor at the rate of \$20.67+ per ounce fine, or \$18.60+ per ounce standard [.900 fine].

Returns for mutilated coins will be made by check payable to the order of the depositor, unless remittances by express or registered mail are preferred. In either case the payments will be at the depositor's expense and risk.

EDWARD O. LEECH,

Director of the Mint.

APPROVED :

WILLIAM WINDOM,

Secretary of the Treasury.

CIRCULAR.

VALUES OF FOREIGN COINS.

1890.

Department No. 1.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., January 4, 1890.

Hon. WILLIAM WINDOM,

Secretary of the Treasury.

SIR: In pursuance of the provisions of section 3564 of the Revised Statutes of the United States, I present in the following table an estimate of the values of the standard coins of the nations of the world:

VALUES OF FOREIGN COINS.

COUNTRY.	Standard.	Monetary unit.	Value in terms of U. S. gold dollar.	Coins.
Argentine Republic.....	Gold and Silver.....	Peso.....	\$0.96, 5	Gold: argentine (\$4.82,4) and ½ argentine. Silver: peso and divisions.
Austria-Hungary.....	Silver.....	Florin.....	0.34, 5	Gold: 4 florins (\$1.92,9), 8 florins (\$3.85,8), ducat (\$2.28,7) and 4 ducats (\$9.15,8). Silver: 1 and 2 florins.
Belgium.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 10 and 20 francs. Silver: 5 francs.
Bolivia.....	Silver.....	Boliviano.....	.69, 8	Silver: Boliviano and divisions.
Brazil.....	Gold.....	Milreis.....	.54, 6	Gold: 5, 10, and 20 milreis. Silver: ½, 1, and 2 milreis.
British Possessions N. A. (except Newfoundland). Central American States— Costa Rica..... Guatemala..... Honduras..... Nicaragua..... Salvador..... Chili.....	Gold..... Silver..... Gold and Silver.....	Dollar..... Peso..... Peso.....	1.00 .69, 8 .91, 2	
China.....	Silver.....	Tael..... { Shanghai Haikwan (Customs).	1.03, 1 1.14, 8	
Colombia.....	Silver.....	Peso.....	.69, 8	Gold: condor \$9.64,7 and double-condor. Silver: peso.
Cuba.....	Gold and Silver.....	Peso.....	.92, 6	Gold: doubloon (\$5.01,7). Silver: peso.
Denmark.....	Gold.....	Crown.....	.26, 8	Gold: 10 and 20 crowns.
Ecuador.....	Silver.....	Sucre.....	.69, 8	Gold: condor (\$9.64,7) and double-condor. Silver: sucre and divisions.
Egypt.....	Gold.....	Pound (100 piastres).....	4.94, 3	Gold: pound (100 piastres), 50 piastres, 20 piastres, 10 piastres, and 5 piastres. Silver: 1, 2, 5, 10, and 20 piastres.
France.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
German Empire.....	Gold.....	Mark.....	.23, 8	Gold: 5, 10, 20, 50, and 100 marks.
Great Britain.....	Gold.....	Pound sterling.....	4.86, 6½	Gold: sovereign (pound sterling) and ½ sovereign.
Greece.....	Gold and Silver.....	Drachma.....	.19, 3	Gold: 5, 10, 20, 50, and 100 drachmas. Silver: 5 drachmas.
Hayti.....	Gold and Silver.....	Gourde.....	.33, 2	Silver: gourde.
India.....	Silver.....	Rupee.....	.19, 3	Gold: mohur (\$7.10,5). Silver: rupee and divisions.
Italy.....	Gold and Silver.....	Lira..... { Gold Silver.	.99, 7 .75, 2	Gold: 5, 10, 20, 50, and 100 liras. Silver: 5 liras.
Japan.....	* Gold and Silver.....	Yen.....	1.00	Gold: 1, 2, 5, 10, and 20 yen.
Liberia.....	Gold.....	Dollar.....	.75, 8	Silver: yen.
Mexico.....	Silver.....	Dollar.....	.40, 2	Gold: dollar (\$0.98,3), 2½, 5, 10, and 20 dollars. Silver: dollar (or peso) and divisions.
Netherlands.....	Gold and Silver.....	Florin.....	1.01, 4	Gold: 10 florins. Silver: ½, 1, and 2½ florins.
Newfoundland.....	Gold.....	Dollar.....	.26, 8	Gold: 2 dollars (\$2.02,7+).
Norway.....	Gold.....	Crown.....	.69, 8	Gold: 10 and 20 crowns.
Peru.....	Silver.....	Sol.....	1.08	Gold: sol and divisions.
Portugal.....	Gold.....	Milreis.....	.55, 8	Silver: sol and divisions.
Russia.....	Silver.....	Rouble.....	.19, 3	Gold: 1, 2, 5, and 10 milreis.
Spain.....	Gold and Silver.....	Peseta.....	.26, 8	Gold: imperial (\$7.71,8), and ½ imperial† (\$3.86,0). Silver: ¼, ½, and 1 rouble.
Sweden.....	Gold.....	Crown.....	.19, 3	Gold: 25 pesetas. Silver: 5 pesetas.
Switzerland.....	Gold and Silver.....	Franc.....	.62, 9	Gold: 10 and 20 crowns.
Tripoli.....	Silver.....	Mahbub of 20 piastres.....	.04, 4	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
Turkey.....	Gold.....	Piastre.....	.14, 0	Gold: 25, 50, 100, 250, and 500 piastres.
Venezuela.....	Silver.....	Bolivar.....		Gold: 5, 10, 20, 50, and 100 bolivars. Silver: 5 bolivars.

* Gold the nominal standard. Silver practically the standard.
† Coined since January 1, 1886. Old half-imperial = \$3.98,6.

Respectfully yours,

EDWARD O. LEECH,
Director of the Mint.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., January 1, 1890.

The foregoing estimate, by the Director of the Mint, of the value of foreign coins, I hereby proclaim to be the values of such coins in terms of the money of account of the United States, to be followed in estimating the value of all foreign merchandise imported on or after January 1, 1890, expressed in any of such metallic currencies.

WILLIAM WINDOM,

Secretary of the Treasury.

Department of the Interior

OFFICE OF THE SECRETARY

Washington, D. C., January 1, 1893.

Sir: I have the honor to acknowledge the receipt of your letter of the 28th inst., in relation to the proposed sale of the land in the

County of ... State of ... and in reply to inform you that the same has been forwarded to the proper authorities for their consideration.

Very respectfully,
Your obedient servant,

Wm. H. ...

ESTIMATES OF APPROPRIATIONS.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., September 4, 1888.

SIR:

I have the honor to transmit herewith blank forms for Estimates of Appropriations, in accordance with the plan of publication adopted and used in the Book of Estimates in conformity to law.

The blanks contain specific instructions as to the manner in which they should be filled, and a strict compliance therewith will greatly facilitate the labor of this Department and of the Committees on Appropriations.

Blank No. 1 should be used in submitting estimates required for the service of the fiscal year ending June 30, 1890; Blank No. 2, for deficiencies in appropriations; and Blank No. 3, for estimates for the payment of claims allowed by the accounting officers.

Additional blanks may be had on application to this Office; also, printed copies of the Estimates submitted to the last session of Congress for your Department.

These estimates should be transmitted to the Treasury Department *on or before the first of October next*, in accordance with the following paragraph from the Act of March 3, 1875 (18 Statutes, Chapter 129, page 370):

"SEC. 3. That it shall be the duty of the heads of the several Executive Departments, and of other officers authorized or required to make estimates, to furnish to the Secretary of the Treasury, on or before the first day of October of each year, their annual estimates for the public service, to be included in the Book of Estimates prepared by law under his direction; and the Secretary of the Treasury shall submit, as a part of the appendix to the Book of Estimates, such extracts from the annual reports of the several heads of Departments and Bureaus as relate to Estimates for Appropriations, and the necessities therefor."

Attention is invited in this connection to the requirement of Section 2 of the Deficiency Act approved July 7, 1884 (23 Stat., 254), as follows: "And hereafter *all* Estimates of Appropriations and Estimates of Deficiencies in Appropriations, intended for the consideration and seeking the action of *any* of the Committees of Congress, shall be transmitted to Congress through the Secretary of the Treasury, *and in no other manner.*"

C. S. FAIRCHILD,

Secretary.

CIRCULAR.
RENDITION OF ACCOUNTS.

1890.

Department No. 35.

Division of W., E., and A.

Treasury Department,
OFFICE OF THE SECRETARY,

Washington, D. C., May 27, 1890.

To Disbursing Officers and Others:

The following opinion of the Attorney-General is hereby promulgated for your information and guidance:

DEPARTMENT OF JUSTICE,

Washington, D. C., May 12, 1890.

SIR: Your communication of January 27, 1890, submits for opinion three questions which have arisen in the Treasury Department upon Section 3622, Revised Statutes, which section is in the following language:

"Every officer or agent of the United States who receives public money which he is not authorized to retain as salary, pay, or emolument, shall render his accounts monthly. Such accounts, with the vouchers necessary to the correct and prompt settlement thereof, shall be sent by mail, or otherwise, to the Bureau to which they pertain, within ten days after the expiration of each successive month, and, after examination there, shall be passed to the proper accounting officer of the Treasury for settlement. Disbursing officers of the Navy shall, however, render their accounts and vouchers direct to the proper accounting officer of the Treasury. In case of the non-receipt at the Treasury, or proper Bureau, of any accounts within a reasonable and proper time thereafter, the officer whose accounts are in default shall be required to furnish satisfactory evidence of having complied with the provisions of this section. The Secretary of the Treasury may, if in his opinion the circumstances of the case justify and require it, extend the time hereinbefore prescribed for the rendition of accounts. Nothing herein contained shall, however, be construed to restrain the heads of any of the Departments from requiring such other returns or reports from the officer or agent, subject to the control of such heads of [Department] [Departments], as the public interest may require."

I. The first question is in these words: "The first clause of the statute is as follows:

"Every officer or agent of the United States who receives public money which he is not authorized to retain as salary, pay, or emolument, shall render his accounts monthly."

"Does this clause require the rendition of monthly accounts by every officer or agent who receives advances of public money from the Treasury, to be disbursed under appropriations made by Congress and also by every officer or agent who collects and receives fees and revenues which he is by law required to account for and pay into the Treasury?"

This question I answer in the affirmative. I can see no reason why effect should not be given to the words of the statute according to its ordinary sense.

II. The next question is, "Does the clause in the statute, which provides that the Secretary of the Treasury may extend the time prescribed for the rendition of accounts, confer upon the Secretary authority to grant permission to any officer or agent coming within the provisions of the act to render his accounts for a longer period than a month (for example, to render quarterly instead of monthly accounts), or does said clause relate to extending the limit of ten days within which the officer or agent is required to transmit his accounts with the vouchers to the proper Bureau or Department, after the expiration of each successive month?"

The same question was passed upon by Attorney-General Devens in his opinion of December 2, 1889 (16 Opinions, 222). He said that the law requiring disbursing officers to render their accounts monthly was not subject to the discretion of the Secretary of the Treasury except in extraordinary cases, as provided, where the Secretary of the Treasury should be of opinion that the statutory period of a month should be enlarged to meet the special circumstances of such cases, such powers of the Secretary being intended to be exceptional in character, and not to authorize him "to institute a new system of rendering accounts." I concur in that view and in the reasoning by which it is supported.

III. The next question is, "If the Secretary of the Treasury may lawfully authorize any officer or agent within the provisions of the statute to render his accounts for a longer period than a month (as by rendering them quarterly instead of monthly), is such authority limited to individual and exceptional cases, or may it be extended indefinitely to classes of accounts, so as to establish a system of rendering accounts continuously for longer periods than a month."

My answer to the second question, taken in connection with the opinion of Attorney-General Devens, also disposes of this question.

I have the honor to be, very respectfully, yours,

W. H. H. MILLER,
Attorney-General.

The SECRETARY OF THE TREASURY.

In accordance with the requirements of the law, as construed by the Attorney-General, you are hereby instructed to render your accounts monthly, beginning with the month of July, 1890.

WILLIAM WINDOM,
Secretary.

Circular letter.
Treasury Department,
BUREAU OF THE MINT,

Washington, D. C., June 4, 1890.

M. E. Smith, Esq.,
Assayer U. S. Mint
Denver,

Sir:

In preparing your requisition for blank books and forms to be used during the fiscal year ending June 30, 1891, you will please order, in compliance with the rules of the Department, a sufficient quantity to last your institution at least for the period for which the requisition is intended to cover and to avoid as far as possible the necessity for subsequent requisitions.

It is suggested that your requisition

Treasury Department,

BUREAU OF THE MINT,

, 18

Director.

SUBJECT:

No. of Inclosures,

21852
be in the shape of a letter and each sample of blank form enclosed should be numbered to correspond with a similar number in your letter, which should also state the quantity of each blank on hand.

In every case a sample copy should be forwarded with the requisition especially so in ordering books, when the number of leaves (two pages to each leaf), if paged or numbered and title of the book should be written distinctly on the sample leaf as well as in your letter.

Before forwarding your requisition for stationery for six months ending Dec 31, 1890 include in it all the material that you will have occasion to use during that period.

Department circulars referring to

Treasury Department,

BUREAU OF THE MINT,

, 18

Director.

SUBJECT:

No. of Inclosures,

M.E.D. 3

the above are enclosed herewith.

Respectfully yours,

J. V. Leach

Director of the Mint.

Treasury Department,

BUREAU OF THE MINT,

....., 18 .

Director.

SUBJECT:

No. of Inclosures,

CIRCULAR.
REQUISITIONS FOR STATIONERY.

[AMENDING CIRCULAR NO. 151 OF 1876.]

1884.

Department No. 60.

Secretary's Office—(S., P., and B.)

Treasury Department,

Washington, D. C., April 28, 1884.

In making requisitions, the following regulations must be observed, a non-conformity with which will cause their return for correction:

I. Officers will order as follows:

Monthly.—Officers of the customs at New York.

Quarterly.—Officers of the customs at Boston, Philadelphia, Baltimore, Chicago, New Orleans, and San Francisco.

Semi-annually, (January 1 and July 1.)—Officers of the customs at all ports not named above, Treasury Special Agents, Assistant Treasurers, Mint and Assay Officers; Light-House Engineers and Inspectors; Officers of the Internal Revenue, Revenue Marine, Life-Saving, and Marine-Hospital Services; and Superintendents of Construction and Custodians of U. S. Public Buildings. (The time of forwarding these requisitions must not be confounded with the periods named in Department Circular No. 113, of 1881, for ordering books and blanks.)

Annually, (July 1.)—Supervising and Local Inspectors of Steam-Vessels.

Should additional stationery be required before the prescribed time for making requisition, one for the succeeding period may be forwarded, the object being to limit requisitions to the prescribed number. Supplemental or special requisitions should be made only when imperatively necessary. In order to give ample time for the printing of paper and envelopes, requisitions including these items may be forwarded one month in advance of prescribed time. As ink and mucilage cannot be shipped with safety during the winter months, a full year's supply thereof must be ordered in the July requisitions, which must also include a complete inventory of supplies on hand, specifying such as are in use, and those unused.

The interlining or changing of requisition forms should be avoided as far as possible, and the directions printed thereon must be strictly observed. Should spaces be found insufficient for explanations, they may be written on a separate sheet, and enclosed.

When samples are enclosed in requisitions, they should be fastened thereto, to prevent their being lost in the opening and distribution of the mail.

Blank books, blank forms, Department circulars, synopses of decisions, or office furniture, must not be included in requisitions for stationery.

II. When Stationery is forwarded by *express*, the charges thereon are *invariably prepaid*; but on all shipments by *freight* the charges are to be paid by the officer receiving the goods, who will forward the receipts, as vouchers, with his account of contingent expenses, (except in the case of customs officers, who will first forward the freight-bills, with a request for authority to pay the same.) As an arrangement exists with the War Department, to transport all freight to points west of Chicago, this section is, in case of freight so shipped, inoperative, as bills for the same are rendered by the Quartermaster-General to, and are paid by, this Department.

III. All rules and regulations heretofore issued which conflict with the provisions of this Circular are hereby rescinded.

H. F. FRENCH,

Acting Secretary.

CIRCULAR.

REQUISITIONS FOR PRINTING, BINDING, &c.

[Superseding all previous Regulations on the subject.]

1885.

Department No. 61.

Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., May 9, 1885.

To all Officers, Clerks, and Employes of the Treasury Department:

To secure uniformity and economy in publishing circulars, reports, &c., in printing blanks, and in printing and binding blank books, and to prevent confusion in their use, a strict compliance with the following regulations is hereby enjoined upon all officers of the Department:

I. Blank books should be ordered at least two months, and blanks and other printing one month, before needed for use.

To secure uniformity and economy, and to prevent confusion.

II. A year's supply of established forms of books and blanks should be ordered at a time.

Time required for making books and printing blanks.

III. No requisition shall be for more than one form.

Quantity to be ordered.

IV. No requisition will be advanced or made special, except in case of absolute and unavoidable necessity.

Contents of requisitions.

No requisition made special, except.

V. The title of each blank book will be written on requisition, but *directions for making books will appear in detail on the copy*, and must specify—1. The number of leaves or openings required. 2. The style of binding desired, *i. e.*, whether *Russia ends and bands; †half Russia, patent back; ‡half Russia, plain, cloth sides; §half Russia, plain, paper sides; or §board covers, cut flush. 3. Specific instructions for titling, paging, indexing, tagging, canvas covering, &c.

Title of each book to be written on requisition, but directions for making will appear on copy.

Styles of binding, &c.

VI. Blank books and blanks must conform as nearly as practicable to the following standard sizes of paper (or fractional divisions thereof) used at the office of the Public Printer:

Books and blanks must conform to standard sizes of paper.

Double Folio.....	22 by 34 inches.	Royal.....	19 by 24 inches.
Imperial.....	22½ by 31 "	Medium.....	18 by 23 "
Super-royal.....	20 by 28 "	Folio.....	17 by 22 "
Double Demy.....	20½ by 32 "	Demy.....	16 by 20½ "
Double Cap.....	17 by 28 "	Cap.....	14 by 17 "
Double Cap.....	16½ by 26 "	Cap.....	13 by 16½ "

VII. Each blank book must have printed, on the back or side, its title, the serial number of the volume, the name of the division and office in which it is to be used, and the name of the Department; and, whenever practicable, the heading of each page will distinctly show the character of the transactions to be entered, and the sub-headings of columns should be sufficiently full to clearly indicate their purpose.

Title, &c., to be printed on back or side of blank book.

Headings and sub-headings must indicate their purpose.

* Suitable for books of 250 leaves or more.

† Suitable for books of from 175 to 250 leaves.

‡ Suitable for books of from 88 to 175 leaves.

§ Suitable for books of less than 88 leaves, which are not subjected to much handling.

To avoid mutilation of books.

Printed books can be bound only in cloth or sheep.

Different kinds of sheep binding.

Directions for titling, &c., should be sent with material.

A heading, serial number, &c., must be printed on every blank.

A brief heading must be printed on each circular, &c.

Only the Nos. of blanks need appear on requisitions, &c.

When color or kind of ink desired should be stated on copy.

Copy must be thoroughly prepared, &c.

Proofs should be promptly examined and returned.

Reports should be ordered sparingly.

Clerks should familiarize themselves with details of work.

VIII. To avoid the mutilation of the books of the Department, loose sheets of each book should be kept on hand, to be used as printer's copy when ordering new supplies.

IX. Printed books can, under the law, be bound only in cloth or sheep. When sheep binding is deemed necessary, the particular style desired should be specified on the requisition, *i. e.*, either full sheep, (light or dark;) half sheep, (light or dark,) cloth sides; or half sheep (light or dark,) paper sides. Directions for titling should accompany the material to be bound, and, when it is deemed important to have lettering, &c., agree with the previous volumes of the series, a sample ought also to be sent with the material.

X. Every blank, when printed, must have a serial number and a brief heading, &c., should also contain the name of the office (with the name of the division, in case of the Secretary's office) in which it is to be used.

XI. Each circular, circular letter, report, or other printed document, must have a brief heading showing its contents or the use to which it is to be applied.

XII. In ordering blanks, the numbers only need be written on requisitions. Necessary instructions for the printer should appear on the copy.

XIII. When it is desired that a form be printed in other than ordinary black ink, the particular color or kind should be specified on the copy.

XIV. All copy should be carefully and thoroughly prepared—to avoid, as far as possible, alterations in proof; and, to enable the Public Printer to furnish the estimates of cost required by law, the copy must invariably accompany requisitions.

XV. Proofs should be promptly examined and returned to the Division of Stationery, Printing, and Blanks, *in the envelopes or jackets in which they are received from the printer.*

XVI. Heads of bureaus, in making requisitions for their annual and other reports authorized to be printed, should not order more copies than necessity actually demands. The appropriation for printing and binding for the Department is limited, and rigid economy required in its expenditure.

In order that these instructions may be intelligently carried out, the clerks in each bureau of the Department and division of the Secretary's office to whom the duty of preparing copy and making requisitions is assigned, should be required to familiarize themselves with the technicalities and details of the work.

DANIEL MANNING,
Secretary

Extracts from the Law relating to Public Printing and Binding.

"All printing, binding, and blank books for the * * * Executive * * * Departments, shall be done at the Government Printing Office, except in cases otherwise provided by law."—(Sec. 3786, *Revised Statutes*.)

"The forms and style in which the printing or binding ordered by any of the Departments shall be executed, the material and size of type to be used, shall be determined by the Congressional Printer, having proper regard to economy, workmanship, and the purposes for which the work is needed."—(Sec. 3790, *Revised Statutes*.)

"* * * That it shall not be lawful for the head of any Executive Department, or of any bureau, branch, or office of the Government, to cause to be printed, nor shall the Public Printer print, any document or matter of any character whatsoever except that which is authorized by law and necessary to administer the public business, nor shall any bureau officer employ in his annual or other report to be printed any matter not directly pertaining to the duties of his office as prescribed by law."—(Act July 7, 1884.)

"The head of each Department * * * shall furnish to the Congressional Printer copies of the documents usually accompanying his annual report, on or before the first day of November in each year, and a copy of his annual report on or before the third Monday in November in each year."—(Sec. 196, *Revised Statutes*.)

"* * * That no expensive maps or illustrations shall be printed without the special order of Congress."—(Act June 1874.)

"* * * And hereafter no binding shall be done for any Department of the Government except in plain sheep or cloth, and no books shall be printed and bound except when the same shall be ordered by Congress, or are authorized by law, except record and account books, which may be bound in Russia leather, sheep fleathers and skivers, when authorized by the head of a Department."—(Act June 20, 1878.)

Mint of the United States at Denver, Colorado,

ASSAYER'S OFFICE,

Oct. 13th, 1890.

Sir:

I have the honor to transmit herewith the statements of Domestic Production forms Nos. 60, 61 & 61½ signed as requested.

I presume that these statements will need the signature of the Assayer in Charge in future, although your memorandum on form No. 61. does not mention it.

Very respectfully
Your obedient servant
Sherman G. Sackett.
Actg. Assayer in Charge

Hon. R. C. Preston.
Actg. Director of the Mint
Washington, D.C.

No.

73151

DIRECTOR MINT

REC. OCT 17 1890

72750
Mint of the U. S. at Denver, Colo.,

ASSAYER'S OFFICE,

Oct. 13th, 1890.

Shuman G. Sackett
Assy. Assayer.

SUBJECT:

Transmitting forms
Nos 60. 61. & 61½ for month
of Sept. 1890. Signed as
requested.

Bureau of the Mint
October 18. 1890

Respectfully returned
All statements should
bear the official signature
of the officer in charge.
R. C. Preston
Acting Director

No. of Inclosures,

U. S. Assay Office,

Sept 30th, 1896.

Sir:

I have the honor to transmit herewith statement of Shipment No.

J, of Gold Bullion forwarded this day per *United States*
Express Co, to the United States Mint at
Philadelphia, Pa., for coinage on Government account.

Very respectfully,

W. E. Smith.

Assayer in Charge.

by Sherman G. Sackett
Chief Clerk.

Director of the Mint,

Washington, D. C.

No.

72753

DIRECTOR MINT.

REC. OCT 4 1890

U.S. Mint Denver Colo
Sept 30, 1890

M. E. Smith

Assayer in Charge

Enc Shipt. # of Gold
Bullion to U.S. Mint at
Phila.

TREASURY DEPARTMENT,
BUREAU OF THE MINT.,

October 8, 1890

Respectfully returned
It is unnecessary to
forward to the Bureau
forms 173 & 131B. These
form have been abolished

R. A. Preston
Acting Director

Recd Oct. 13th 1890.

Mint of the United States at Denver, Colorado,

ASSAYER'S OFFICE,

November 1st., 1890

Sir:-

I have the honor to transmit herewith Forms Nos. 60, 61 and 61½, being statements of Gold and Silver operated upon at this Mint during the month ending October 31st., 1890.

Very respectfully,

Your obedient servant,

M. E. Smith,

Assayer in Charge.

per

Sherman G. Sackett
Chief Clerk.

SEN. E. C. LEECH,

Director of the Mint,

Washington,

D. C.

No.

73663

RECEIVED

NOV 5 1890

Mint of the U. S. at Denver, Colo.,

ASSAYER'S OFFICE,

November 1st., 1890.

M. E. Smith,

Assayer.

SUBJECT:

Transmitting herewith statements
Nos. 60, 61, & 61½, being accounts of
gold and silver operated upon during
month of October, 1890.

*Bureau of the Mint
Nov. 5. 1890.*

*Respectfully returned.
It is unnecessary to
forward a letter with
your statements.*

*E. O. Leach
Director of the Mint*

No. of Inclosures,

CIRCULAR.

UNIFORMITY IN SIZES OF BLANK FORMS, ETC.

1890.

Department No. 107.

Division of S., P., & R.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., October 31, 1890.

To all Officers and Employés of the Treasury Department and Others:

In order to secure uniformity in the papers going into the regular files, as well as to better preserve them, the following regulations are published for the guidance of officers and employés of the Department:

Upon a thorough investigation by a special committee recently appointed by the Secretary, it has been found entirely practical to reduce nearly every blank form used in accounts to a division or multiple of the two following sizes of paper, viz: demy, 16 by 20½, and cap, 14 by 17, the former, when folded, being 3½ by 8, and the latter 3½ by 8½ inches. These sizes are hereby adopted by the Department, and will be known as "The Treasury Standards of Sizes of Forms." Every blank form used in the Treasury service, and those coming into the accounts from other Departments and branches of the public service, should, as far as practicable, conform to one of these standards.

To maintain the desired uniformity, method and watchfulness will be required. The existing diversities in sizes and styles of blanks have chiefly arisen from a lack of system in preparing copy for the printer, the necessity for uniformity in the files, and the possibility of such uniformity, not having been usually considered in the printing of new blanks.

To remedy this defect of system, it is hereby ordered that the head of each bureau or office of the Department, and the chief of each division of the Secretary's Office, designate a competent person, whose duty it shall be to attend to the ordering of all blank forms for use in his office or division. The persons so designated will be required to familiarize themselves with necessary technicalities connected with the preparation of printer's copy, and will be held to a strict responsibility for the faithful performance of this duty. They shall (1) make out all requisitions for printing for the signature of the head of the office (chief of division, in case of the Secretary's Office); (2) see that all copy accompanying requisitions is properly prepared and has the approval of the head of the office (chief of division, in case of the Secretary's Office); (3) see that new blanks, when introduced, are of the official standard size; and (4) confer with the chief of the Division of Stationery, Printing, and Blanks, Secretary's Office, upon all questions that may arise in connection with the printing and preparation of blank forms.

The officers and clerks in the accounting offices will aid the Department in perfecting this system by reporting any deviation from the standard sizes that may come to their notice in the examination of accounts.

To secure economy in the use of paper, different sizes of each form may be prepared, to consist of divisions or multiples of the standard, and administrative officers will instruct their subordinates to use the smallest size that will meet the requirements in each case.

TITLING AND NUMBERING FORMS.

Each blank form will have a number, and also a title indicating as nearly as possible the purpose for which it is to be used. The name of the office (or division, in case of the Secretary's Office) in which it originates should also appear at the head of every blank. There should be a uniform system of numbering blanks in every bureau of the Department, and division of the Secretary's Office, a list of the forms to be kept in a book, the number and title being given in each case. When a blank becomes obsolete its number should not be used on any other form. Fractions of numbers should not be used, and letters in connection with numbers should be used only as a distinguishing feature between blanks of different sizes of the same form. For the purpose of numbering, every printed form regularly used in the transaction of the business of the Department, with the exception of letter-heads, may be defined as a blank.

INDORSEMENTS ON FORMS.

Every blank form going into the files must have a proper indorsement. To secure uniformity in this important matter, the following model is submitted, which contemplates a uniform size and style for the date and receipt stamp:

[Space for dating stamp.]	No. Form 000.	Port of Georgetown, D. C., August 25, 1890.	GEORGE BROWN, Collector of Customs.	ABSTRACT OF DUTIES, ETC.	No. of Inclosures,	FIRST AUDITOR.*
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* The officer in the Treasury to whom the paper is sent.

THE FOLDING OF FORMS.

In a perfect filing system the proper folding of papers is of the first importance. A study of the following diagrams and instructions will insure absolute uniformity in this regard.

Diagram showing the DEMY STANDARD for blank forms, and the manner of folding and indorsing.

QUARTO-DEMY SIZE.

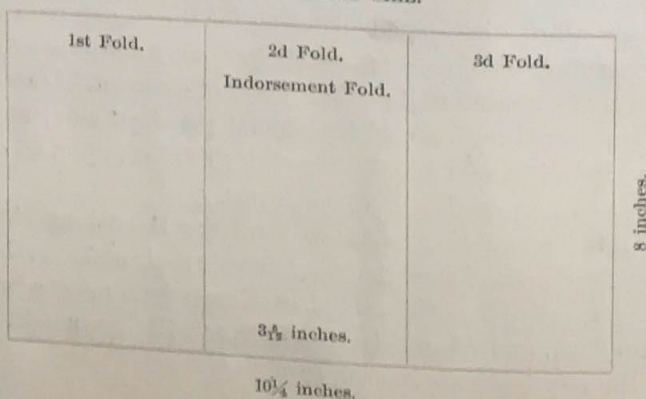
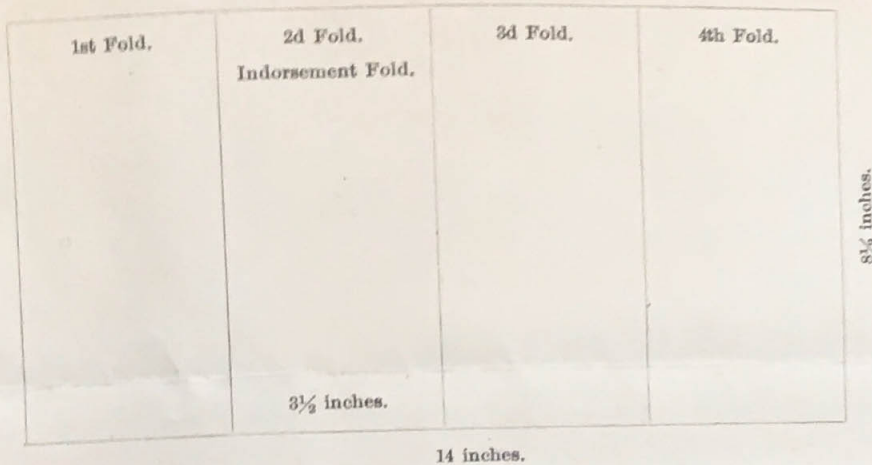


Diagram showing the CAP STANDARD for blank forms, and the manner of folding and indorsing.

HALF-CAP SIZE.



The diagrams show only a fractional part of the whole sheet. The size of the form may be increased or diminished, but each change must be in a multiple of the filing fold.

To fold a Half-Cap sheet [8½ by 14]: Lay the paper face up, lengthwise from you; fold in center, bringing bottom and top edges squarely together; fold again in same manner. This will bring folds marked 1st and 2d on the diagram on outside of folded paper.

To fold a Cap sheet [14 by 17]: Lay the paper face up, lengthwise from you; fold in center from you, bringing bottom and top edges squarely together; without moving position of paper, fold again in center from right to left, and again in center from right to left. This will bring the indorsement fold on top.

Double-Cap [17 by 28] is folded in a similar way to Cap.

The folding of the quarter sheet of *Demy* [8 by 10½] suggests itself without explanation.

To fold a half-sheet of Demy [10½ by 16]: Lay the paper face up lengthwise from you; fold in center from you; then, without moving the position of the paper, fold to the right one-third of the sheet, and to the left another third. Lifting the folded paper toward you, and elevating the nearest end, the indorsement fold is in front.

To fold a Demy sheet [16 by 20½]: Lay the paper face up lengthwise from you; fold in center from you; then, without moving the position of the paper, fold in center toward the left; then one-third fold from you, and another third toward you. Taking the folded paper in left hand, and turning it from you, the indorsement fold is in front, top up.

Double-Demy [20½ by 32] is folded in a similar way to Demy.

A sheet larger than Double-Demy should never be used. If more space is needed than is afforded by that size, two sheets [first and continuation] of one of the standard sizes should be used.

When a document is composed of several sheets, as is often the case with pay-rolls and abstracts, each sheet should be folded separately, all to be numbered consecutively.

The direction for indorsing on second fold is not intended to affect the provision of Circular No. 13, current series, which requires the indorsement on official letters to be on the first fold.

The Chief of the Division of Stationery, Printing, and Blanks, Secretary's Office, is directed to see that the requirements of this circular are complied with.

WILLIAM WINDOM,

Secretary.

CIRCULAR.

VALUES OF FOREIGN COINS.

1891.

Department No. 1.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., January 1, 1891.

Hon. WILLIAM WINDOM,

Secretary of the Treasury.

SIR: In pursuance of the provisions of the act of October 1, 1890, I present in the following table an estimate of the values of the standard coins of the nations of the world:

VALUES OF FOREIGN COINS.

COUNTRY.	Standard.	Monetary unit.	Value in terms of U. S. gold dollar.	Coins.
Argentine Republic.....	Gold and Silver.....	Peso.....	\$0.96, 5	Gold: Argentine (\$4.82, 4) and $\frac{1}{2}$ Argentine. Silver: peso and divisions.
Austria-Hungary.....	Silver.....	Florin.....	.38, 1	Gold: 4 florins (\$1.92, 9), 8 florins (\$3.85, 8), ducats (\$2.28, 7) and 4 ducats (\$9.15, 8). Silver: 1 and 2 florins.
Belgium.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 10 and 20 francs. Silver: 5 francs.
Bolivia.....	Silver.....	Boliviano.....	.77, 1	Silver: Boliviano and divisions.
Brazil.....	Gold.....	Milreis.....	.54, 6	Gold: 5, 10, and 20 milreis. Silver: $\frac{1}{2}$, 1, and 2 milreis.
British Possessions N. A. (except Newfoundland). Central American States— Costa Rica..... Guatemala..... Honduras..... Nicaragua..... Salvador.....	Gold..... Silver..... Silver..... Silver..... Silver..... Silver.....	Dollar..... Peso..... Peso..... Peso..... Peso..... Peso.....	1.00	 Silver: peso and divisions. Silver: peso and divisions. Silver: peso and divisions. Silver: peso and divisions. Silver: peso and divisions.
Chili.....	Gold and Silver.....	Peso.....	.91, 2	Gold: escudo (\$1.82, 4), doubloon (\$4.56, 1), and condor (\$9.12, 3). Silver: peso and divisions.
China.....	Silver.....	Tael..... (Shanghai Hankwan Customs).	1.13, 9 1.27	Gold: condor (\$9.64, 7) and double-condor. Silver: peso.
Colombia.....	Silver.....	Peso.....	.77, 1	Gold: doubloon (\$5.01, 7). Silver: peso.
Cuba.....	Gold and Silver.....	Peso.....	.92, 6	Gold: 10 and 20 crowns.
Denmark.....	Gold.....	Crown.....	.26, 8	Gold: condor (\$9.64, 7) and double-condor. Silver: sucre and divisions.
Ecuador.....	Silver.....	Sucre.....	.77, 1	Gold: pound (100 piastres), 50 piastres, 20 piastres, 10 piastres, and 5 piastres. Silver: 1, 2, 5, 10, and 20 piastres.
Egypt.....	Gold.....	Pound (100 piastres).....	4.94, 3	Gold: 20 marks (\$3.85, 9), 10 marks (\$1.93). Silver: 5 francs.
Finland.....	Gold.....	Mark.....	.19, 3	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
France.....	Gold and Silver.....	Franc.....	.23, 8	Gold: 5, 10, and 20 marks.
German Empire.....	Gold.....	Mark.....	4.86, 6 $\frac{1}{2}$	Gold: Sovereign (pound sterling) and $\frac{1}{2}$ sovereign.
Great Britain.....	Gold.....	Pound sterling.....	.19, 3	Gold: 5, 10, 20, 50, and 100 drachmas. Silver: 5 drachmas.
Greece.....	Gold and Silver.....	Drachma.....	.19, 3	Silver: gourde.
Hayti.....	Gold and Silver.....	Gourde.....	.96, 5	Gold: mohur (\$7.10, 5). Silver: rupee and divisions.
India.....	Silver.....	Rupee.....	.36, 6	Gold: 5, 10, 20, 50, and 100 liras. Silver: 5 liras.
Italy.....	Gold and Silver.....	Lira.....	.19, 3	Gold: 1, 2, 5, 10, and 20 yen.
Japan.....	Gold and Silver.....	Yen..... (Gold Silver)	.99, 7 .83, 1	Silver: yen.
Liberia.....	Gold.....	Dollar.....	1.00	Gold: dollar (\$0.98, 3), 2 $\frac{1}{2}$, 5, 10, and 20 dollars. Silver: dollar
Mexico.....	Silver.....	Dollar.....	.83, 7	(or peso) and divisions.
Netherlands.....	Gold and Silver.....	Florin.....	.40, 2	Gold: 10 florins. Silver: $\frac{1}{2}$, 1, and 2 $\frac{1}{2}$ florins.
Newfoundland.....	Gold.....	Dollar.....	1.01, 4	Gold: 2 dollars (\$2.02, 7+).
Newfound.....	Gold.....	Crown.....	.26, 8	Gold: 10 and 20 crowns.
Peru.....	Silver.....	Sol.....	.77, 1	Silver: sol and divisions.
Portugal.....	Gold.....	Milreis.....	1.08	Gold: 1, 2, 5, and 10 milreis.
Russia.....	Silver.....	Rouble.....	.61, 7	Gold: imperial (\$7.71, 8), and $\frac{1}{2}$ imperial (\$3.86, 0). Silver: 1, 2, 5, and 1 rouble.
Spain.....	Gold and Silver.....	Peseta.....	.19, 3	Gold: 25 pesetas. Silver: 5 pesetas.
Sweden.....	Gold.....	Crown.....	.26, 8	Gold: 10 and 20 crowns.
Switzerland.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
Tripoli.....	Silver.....	Mahbub of 20 piastres.....	.69, 5	Gold: 25, 50, 100, 250, and 500 piastres.
Turkey.....	Gold.....	Piastre.....	.04, 4	Gold: 5, 10, 20, 50, and 100 bolivars. Silver: 5 bolivars.
Venezuela.....	Silver.....	Bolivar.....	.15, 4	

* Gold the nominal standard. Silver practically the standard.
† Coined since January 1, 1886. Old half-imperial = \$3.98, 6.

Respectfully yours,

EDWARD O. LEECH,
Director of the Mint.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., January 1, 1891.

The foregoing estimate, by the Director of the Mint, of the values of foreign coins, I hereby proclaim to be the values of such coins in terms of the money of account of the United States, to be followed in estimating the value of all foreign merchandise imported on or after January 1, 1891, expressed in any of such metallic currencies.

WILLIAM WINDOM,

Secretary of the Treasury.

U. S. TREASURY DEPARTMENT,

OFFICE OF TREASURER U. S.

SEPTEMBER 27, 1890.

ASSISTANT TREASURERS U. S.

	DATE OF OATH.	ASSM'D DUTIES.
GEORGE L. WELLINGTON, Assistant Treasurer U. S., Baltimore, Md.....	July 21, 1890	July 21, 1890
ELLIS H. ROBERTS, Assistant Treasurer U. S., New York, N. Y.....	April 12, 1889	April 12, 1889
LOUIS R. WALTERS, Assistant Treasurer U. S., Philadelphia, Pa.....	August 4, 1890	August 4, 1890
S. N. ALDRICH, Assistant Treasurer U. S., Boston, Mass.....	April 11, 1887	April 11, 1887
SAMUEL BAILEY, JR., Assistant Treasurer U. S., Cincinnati, Ohio.....	Mar. 17, 1890	Mar. 17, 1890
DANIEL DUSTIN, Assistant Treasurer U. S., Chicago, Ill.....	June 2, "	June 2, "
CHAUNCEY F. SHULTZ, Assistant Treasurer U. S., Saint Louis, Mo.....	Mar. 23, 1887	Mar. 24, 1887
ANDREW HERO, JR., Assistant Treasurer U. S., New Orleans, La.....	May 6, 1890	May 6, 1890
JOHN P. JACKSON, Assistant Treasurer U. S., San Francisco, Cal.....	June 23, "	June 23, "

SUPERINTENDENTS AND ASSAYERS.

OLIVER C. BOSBYSHELL, Superintendent Mint U. S., Philadelphia, Pa.....	Nov. 1, 1889	Nov. 1, 1889
WILLIAM H. DIMOND, Superintendent Mint U. S., San Francisco, Cal.....	July 5, "	August 1, "
ANDREW W. SMYTH, Superintendent Mint U. S., New Orleans, La.....	Oct. 15, "	Nov. 1, "
SAMUEL C. WRIGHT, Superintendent Mint U. S., Carson City, Nevada.....	June 29, "	July 1, "
MICHAEL E. SMITH, Assayer Mint U. S., Denver, Colorado.....	July 15, "	July 15, "
ANDREW MASON, Superintendent U. S. Assay Office, New York, N. Y.....	April 25, 1883	April 26, 1883
JOHN W. CUNNINGHAM, Assayer in Charge, Assay Office, Boise City, Idaho...	May 2, 1889	May 2, 1889
STUART W. CRAMER, Assayer in Charge, Assay Office, Charlotte, N. C.....	July 2, "	July 2, "
WILLIAM D. WHEELER, Assayer in Charge, Assay Office, Helena, Mont.	Sept. 1, 1890	Sept. 1, 1890
ELIOT C. JEWETT, Assayer in Charge, Assay Office, Saint Louis, Mo.....	June 10, 1881	July 1, 1881

Mint of the United States at Denver, Colorado,

ASSAYER'S OFFICE,

March 16th, 1891.

See letter from Director, of
11th March, stating that the
"Returns of Furniture & Fixtures,"
have been abolished. This is
the Annual return due Dec.
31st of each Calendar year.

M. E. Smith.
Assayer in Charge
by Sherman G. Sackett
Chief Clerk.

Treasury Department,

BUREAU OF THE MINT.

Washington, D. C., *March 11, 1891.*

Sir:

The following blank forms for official use have been mailed you this day, viz:

*2500 Memorandums of Gold Bullion
Deposited*

*'Returns of Furniture and Fixtures' requested
in your letter of July 7, have been abolished.*

Very respectfully,

R. O. Brewster
Actg Director.

M. E. Smith Esq

Assayer U. S. Mint

Denver

CIRCULAR.

VALUES OF FOREIGN COINS.

1892.

Department No. 1.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., January 1, 1892.

Hon. CHARLES FOSTER,

Secretary of the Treasury.

SIR: In pursuance of the provisions of the act of October 1, 1890, I present in the following table an estimate of the values of the standard coins of the nations of the world:

VALUES OF FOREIGN COINS.

COUNTRY.	Standard.	Monetary unit.	Value in terms of U. S. gold dollar.	Coins.
Argentine Republic.....	Gold and Silver.....	Peso.....	\$0.96, 5	Gold: Argentine (\$4.82, 4) and $\frac{1}{2}$ Argentine. Silver: peso and divisions.
Austria-Hungary.....	Silver.....	Florin.....	.34, 1	Gold: 4 florins (\$1.92, 9), 8 florins (\$3.85, 8), ducat (\$2.28, 7) and 4 ducats (\$9.15, 8). Silver: 1 and 2 florins.
Belgium.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 10 and 20 francs. Silver: 5 francs.
Bolivia.....	Silver.....	Boliviano.....	.69, 1	Silver: Boliviano and divisions.
Brazil.....	Gold.....	Milreis.....	.54, 6	Gold: 5, 10, and 20 milreis. Silver: $\frac{1}{2}$, 1, and 2 milreis.
British Possessions N. A. (except Newfoundland). Central American States— Costa Rica..... Guatemala..... Honduras..... Nicaragua..... Salvador..... Chili.....	Gold..... Silver..... Gold and Silver.....	Dollar..... Peso..... Peso.....	1.0091, 2	 Silver: peso and divisions. Gold: escudo (\$1.82, 4), doubloon (\$4.56, 1), and condor (\$9.12, 3). Silver: peso and divisions.
China.....	Silver.....	Tael..... (Shanghai... Haikwan... Customs).	1.02, 1 1.13, 7	
Colombia.....	Silver.....	Peso.....	.69, 1	Gold: condor (\$9.64, 7) and double-condor. Silver: peso.
Cuba.....	Gold and Silver.....	Peso.....	.92, 6	Gold: doubloon (\$5.01, 7). Silver: peso.
Denmark.....	Gold.....	Crown.....	.26, 8	Gold: 10 and 20 crowns.
Ecuador.....	Silver.....	Sucre.....	.69, 1	Gold: condor (\$9.64, 7) and double-condor. Silver: sucre and divisions.
Egypt.....	Gold.....	Pound (100 piastres).....	4.94, 3	Gold: pound (100 piastres), 5, 10, 20, and 50 piastres. Silver: 1, 2, 5, 10, and 20 piastres.
Finland.....	Gold.....	Mark.....	.19, 3	Gold: 20 marks (\$3.85, 9), 10 marks (\$1.93).
France.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
German Empire.....	Gold.....	Mark.....	.23, 8	Gold: 5, 10, and 20 marks.
Great Britain.....	Gold.....	Pound sterling.....	4.86, 6 $\frac{3}{4}$	Gold: Sovereign (pound sterling) and $\frac{1}{2}$ sovereign.
Greece.....	Gold and Silver.....	Drachma.....	.19, 3	Gold: 5, 10, 20, 50, and 100 drachmas. Silver: 5 drachmas.
Hayti.....	Gold and Silver.....	Gourde.....	.96, 5	Silver: gourde.
India.....	Silver.....	Rupree.....	.19, 3	Gold: mohur (\$7.10, 5). Silver: rupree and divisions.
Italy.....	Gold and Silver.....	Lira.....	.19, 3	Gold: 5, 10, 20, 50, and 100 liras. Silver: 5 liras.
Japan.....	Gold and Silver*.....	Yen..... { Gold... Silver.....	.99, 7 .74, 5	Gold: 1, 2, 5, 10, and 20 yen. Silver: yen.
Liberia.....	Gold.....	Dollar.....	1.00	
Mexico.....	Silver.....	Dollar.....	.75	Gold: dollar (\$0.98, 3), 2 $\frac{1}{2}$, 5, 10, and 20 dollars. Silver: dollar (or peso) and divisions.
Netherlands.....	Gold and Silver.....	Florin.....	.40, 2	Gold: 10 florins. Silver: $\frac{1}{2}$, 1, and 2 $\frac{1}{2}$ florins.
Newfoundland.....	Gold.....	Dollar.....	1.01, 4	Gold: 2 dollars (\$2.02, 7).
Norway.....	Gold.....	Crown.....	.26, 8	Gold: 10 and 20 crowns.
Peru.....	Silver.....	Sol.....	.69, 1	Silver: sol and divisions.
Portugal.....	Gold.....	Milreis.....	1.08	Gold: 1, 2, 5, and 10 milreis.
Russia.....	Silver.....	Rouble..... { Gold... Silver.....	.77, 2 .55, 3	Gold: imperial (\$7.71, 8) and $\frac{1}{2}$ imperial $\frac{1}{2}$ (\$3.86). Silver: $\frac{1}{4}$, $\frac{1}{2}$, and 1 rouble.
Spain.....	Gold and Silver.....	Peseta.....	.19, 3	Gold: 25 pesetas. Silver: 5 pesetas.
Sweden.....	Gold.....	Crown.....	.26, 8	Gold: 10 and 20 crowns.
Switzerland.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
Tripoli.....	Silver.....	Mahbub of 20 piastres.....	.62, 3	
Turkey.....	Gold.....	Piastre.....	.04, 4	Gold: 25, 50, 100, 250, and 500 piastres.
Venezuela.....	Silver.....	Bolivar.....	.13, 8	Gold: 5, 10, 20, 50, and 100 bolivars. Silver: 5 bolivars.

* Gold the nominal standard. Silver practically the standard.

† Silver the nominal standard. Paper the actual standard, the depreciation of which is measured by the gold standard.

‡ Coined since January 1, 1886. Old half-imperial = \$3.98, 6.

Respectfully yours,

EDWARD O. LEECH,

Director of the Mint.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., January 1, 1892.

The foregoing estimate, by the Director of the Mint, of the values of foreign coins, I hereby proclaim to be the values of such coins in terms of the money of account of the United States, to be followed in estimating the value of all foreign merchandise exported to the United States on or after January 1, 1892, expressed in any of such metallic currencies.

CHARLES FOSTER,

Secretary of the Treasury.



CIRCULAR.

PUBLIC ACCOUNTS AND DISBURSING OFFICERS' BALANCES.

1892.

Department No. 79.

Division of W., E., and A.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., May 25, 1892.

To Disbursing Officers and others:

In order that the public accounts pertaining to the service of each fiscal year may be adjusted and closed in accordance with the provisions of section 250 of the Revised Statutes, and that advances to disbursing officers be limited to the actual requirements of the service, disbursing officers of the Government are hereby instructed as follows:

1. To cover into the Treasury immediately after the close of the current fiscal year all moneys advanced to them from appropriations pertaining to the service of the fiscal year 1891 and of prior years remaining unexpended at that date.

2. To cover into the Treasury at the close of the first quarter of the next fiscal year, and of each fiscal year thereafter, all unexpended balances of appropriations standing to their credit pertaining to the service of the fiscal year immediately preceding, except such amounts as may be needed to pay liquidated claims.

3. To check, on and after July 1, 1892, against any balances standing to their official credit in payment of public dues without regard to appropriations.

4. To make requisitions for such funds only as may be necessary for the prompt fulfillment of public engagements as the same may arise from month to month.

All claims or indebtedness properly payable from appropriations the balances of which shall have been covered into the Treasury under the provisions of this circular shall be duly transmitted through the usual channels to the accounting officers of the Treasury for settlement.

In rendering their accounts for moneys paid under clause 3 of this circular the several disbursing officers shall charge their disbursements to the appropriations to which said disbursements properly belong; and the accounting officers, and other officers having jurisdiction in such matters, shall see that prompt adjustments are made between the appropriations involved, due regard being paid to the provisions of sections 3678 and 3679 of the Revised Statutes.

From and after the close of the current fiscal year, the disbursing officers of the Government shall, unless otherwise directed, render their accounts monthly instead of quarterly, as heretofore; and so much of Department Circular No. 71, of 1890, as conflicts with this requirement is hereby revoked.

CHARLES FOSTER,

Secretary.

CIRCULAR.

VALUES OF FOREIGN COINS.

1892.

Department No. 1.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., January 1, 1892.

Hon. CHARLES FOSTER,

Secretary of the Treasury.

SIR: In pursuance of the provisions of the act of October 1, 1890, I present in the following table an estimate of the values of the standard coins of the nations of the world:

VALUES OF FOREIGN COINS.

COUNTRY.	Standard.	Monetary unit.	Value in terms of U. S. gold dollar.	Coins.
Argentine Republic.....	Gold and Silver.....	Peso.....	\$0.96, 5	Gold: Argentine (\$4.82,4) and $\frac{1}{2}$ Argentine. Silver: peso and divisions.
Austria-Hungary.....	Silver.....	Florin.....	.34, 1	Gold: 4 florins (\$1.92,9), 8 florins (\$3.85,8), ducat (\$2.28,7) and 4 ducats (\$9.15,8). Silver: 1 and 2 florins.
Belgium.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 10 and 20 francs. Silver: 5 francs.
Bolivia.....	Silver.....	Boliviano.....	.69, 1	Silver: Boliviano and divisions.
Brazil.....	Gold.....	Milreis.....	.54, 6	Gold: 5, 10, and 20 milreis. Silver: $\frac{1}{2}$, 1, and 2 milreis.
British Possessions N. A. (except Newfoundland). Central American States— Costa Rica..... Guatemala..... Honduras..... Nicaragua..... Salvador..... Chili.....	Gold..... Silver..... Gold and Silver.....	Dollar..... Peso.....	1.00 .69, 1 .91, 2	Gold: escudo (\$1.82,4), doubloon (\$4.56,1), and condor (\$9.12,3). Silver: peso and divisions.
China.....	Silver.....	Tael..... { Shanghai Haikwan (Customs).	1.02, 1 1.13, 7	Gold: condor (\$9.64,7) and double-condor. Silver: peso.
Colombia.....	Silver.....	Peso.....	.69, 1	Gold: doubloon (\$5.01,7). Silver: peso.
Cuba.....	Gold and Silver.....	Peso.....	.92, 6	Gold: 10 and 20 crowns.
Denmark.....	Gold.....	Crown.....	.26, 8	Gold: condor (\$9.64,7) and double-condor. Silver: sucre and divisions.
Ecuador.....	Silver.....	Sucre.....	.69, 1	Gold: pound (100 piastres), 5, 10, 20, and 50 piastres. Silver: 1, 2, 5, 10, and 20 piastres.
Egypt.....	Gold.....	Pound (100 piastres).....	4.94, 3	Gold: 20 marks (\$3.85,9), 10 marks (\$1.93).
Finland.....	Gold.....	Mark.....	.19, 3	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
France.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 5, 10, and 20 marks.
German Empire.....	Gold.....	Mark.....	.23, 8	Gold: Sovereign (pound sterling) and $\frac{1}{2}$ sovereign.
Great Britain.....	Gold.....	Pound sterling.....	4.86, 6 $\frac{1}{2}$	Gold: 5, 10, 20, 50, and 100 drachmas. Silver: 5 drachmas.
Greece.....	Gold and Silver.....	Drachma.....	.19, 3	Silver: gourde.
Havti.....	Gold and Silver.....	Gourde.....	.96, 5	Gold: mohur (\$7.10,5). Silver: rupee and divisions.
India.....	Silver.....	Rupee.....	.32, 8	Gold: 5, 10, 20, 50, and 100 liras. Silver: 5 liras.
Italy.....	Gold and Silver.....	Lira.....	.19, 3	Gold: 1, 2, 5, 10, and 20 yen.
Japan.....	Gold and Silver*.....	Yen..... { Gold..... Silver.....	.99, 7 .74, 5	Silver: yen.
Liberia.....	Gold.....	Dollar.....	1.00	Gold: dollar (\$0.98,3), 2 $\frac{1}{2}$, 5, 10, and 20 dollars. Silver: dollar (or peso) and divisions.
Mexico.....	Silver.....	Dollar.....	.75	Gold: 10 florins. Silver: $\frac{1}{2}$, 1, and 2 $\frac{1}{2}$ florins.
Netherlands.....	Gold and Silver.....	Florin.....	.40, 2	Gold: 2 dollars (\$2.02,7).
Newfoundland.....	Gold.....	Dollar.....	1.01, 4	Gold: 10 and 20 crowns.
Norway.....	Gold.....	Crown.....	.26, 8	Silver: sol and divisions.
Peru.....	Silver.....	Sol.....	.69, 1	Gold: 1, 2, 5, and 10 milreis.
Portugal.....	Gold.....	Milreis.....	1.08	Gold: imperial (\$7.71,8), and $\frac{1}{2}$ imperial †(\$3.86).
Russia.....	Silver.....	Rouble..... { Gold..... Silver.....	.77, 2 .35, 3	Silver: $\frac{1}{4}$, $\frac{1}{2}$, and 1 rouble.
Spain.....	Gold and Silver.....	Peseta.....	.19, 3	Gold: 25 pesetas. Silver: 5 pesetas.
Sweden.....	Gold.....	Crown.....	.26, 8	Gold: 10 and 20 crowns.
Switzerland.....	Gold and Silver.....	Franc.....	.19, 3	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
Tripoli.....	Silver.....	Mahbub of 20 piastres.....	.62, 3	Gold: 25, 50, 100, 250, and 500 piastres.
Turkey.....	Gold.....	Piastre.....	.04, 4	Gold: 5, 10, 20, 50, and 100 bolivars. Silver: 5 bolivars.
Venezuela.....	Silver.....	Bolivar.....	.13, 8	

* Gold the nominal standard. Silver practically the standard.

† Silver the nominal standard. Paper the actual standard, the depreciation of which is measured by the gold standard.

‡ Coined since January 1, 1886. Old half-imperial = \$3.98,6.

Respectfully yours,

EDWARD O. LEECH,

Director of the Mint.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., January 1, 1892.

The foregoing estimate, by the Director of the Mint, of the values of foreign coins, I hereby proclaim to be the values of such coins in terms of the money of account of the United States, to be followed in estimating the value of all foreign merchandise exported to the United States on or after January 1, 1892, expressed in any of such metallic currencies.

CHARLES FOSTER,

Secretary of the Treasury.

C I R C U L A R .

INDORSEMENT AND PAYMENT OF TREASURY DRAFTS AND POST-OFFICE DEPARTMENT WARRANTS.

1884.

Department No. 108.

Treasurer's Office, No. 48.

Treasury of the United States,

Washington, D. C., July 15, 1884.

Treasury Drafts and Post-Office Warrants must not be paid until the indorsements conform to the following regulations:

1. The name of the payee, as indorsed, must correspond in spelling with that on the face of the draft; no guarantee of an indorsement, imperfect in itself, can be accepted. If the name of a payee, as written on the face of a draft, is spelled incorrectly, the draft should be returned to the Treasurer U. S. for correction.

2. Indorsements by mark (X) must be witnessed by two persons who can write, giving their places of residence.

3. Indorsements by executors, administrators, guardians, or other fiduciaries must be accompanied by certified copies, under seal, of letters testamentary, letters of administration, of guardianship, or other evidence of fiduciary character, as the case may be.

4. Payees and indorsees must indorse by their own hands: officials, officially with full title; firms, the usual firm-signature by a member of the firm, not by a clerk or other person for the firm.

5. Every indorsement must be by the proper written (not printed) signature of the person whose indorsement is required.

6. Powers of attorney for the indorsement of drafts in payment of claims must state the number, date, and amount of draft, and number and kind of warrant, and be dated subsequently to the date of the drafts; must be witnessed by two persons, and must be acknowledged by the constituent before the Treasurer of the United States or an Assistant Treasurer, a Judge or Clerk of a District Court of the United States, a Collector of Customs, a Notary Public under his seal, or a Justice of the Peace in those States only in which such Justice has authority to take acknowledgments of deeds, or Commissioner of Deeds; if before either of the two latter, the certificate and seal of the County Clerk as to the official character and signature of the Justice or Commissioner is required. If executed in a foreign country, the acknowledgment must be made before a Notary Public, with his seal attached, or a U. S. Consul or Minister. The officer taking the acknowledgment must certify that the letter of attorney was read and fully explained to the constituent at the time of acknowledgment, and that said constituent is personally well known to him to be the identical person named in and who subscribed his name to said power of attorney. (See Revised Statutes, Secs. 1778 and 3477.)

7. Evidence of authority to indorse for incorporated or unincorporated companies must accompany drafts drawn or indorsed to the order of such companies or associations. Such evidence should be in the form of an extract from the by-laws or records of the company or association, showing the authority of

the officer to indorse and receive and receipt for moneys for the company, and giving his name and the date of his election or appointment, which extract must be verified by a certificate under seal signed by the President and Secretary, or by one of these officers and not less than two of the directors; which certificate must state that such authority remains unrevoked and unchanged. If the company have no seal, the extract should be certified as correct by a Notary Public or other competent officer under his seal. When a resolution is adopted at a special meeting of Directors, it must be shown that all had notice of the time and place of such meeting, and that a quorum assented to the resolution.

8. In cases where an individual or a copartnership is doing business under a company title, the affidavit of the owner or of the members of the copartnership will be required, showing the fact of ownership and naming the person who is authorized to indorse and receive and receipt for moneys for the owners.

9. The indorsement of all the joint holders or co-trustees, executors, administrators, guardians, or other fiduciaries will be required on drafts, and in the execution of a power to a third party to collect, all must join. In case of the death of either, the survivors will be recognized as having full authority, upon due proof of such death and survivorship.

A. U. WYMAN,
Treasurer U. S.

APPROVED, July 15, 1884:

WM. LAWRENCE,
Comptroller

APPROVED:

CHAS. J. FOLGER,
Secretary of the Treasury.

CIRCULAR.

ACCOUNTS OF DISBURSING OFFICERS AND OTHERS.

1886.

Department No. 109.

Treasury Department,

FIRST AUDITOR'S OFFICE,

Washington, D. C., August 20, 1886.

In auditing accounts of disbursing officers, all accounts of corporations paid in cash must be receipted by an officer of such corporation, authorized to receipt for money belonging thereto, evidence of which authority must either accompany the voucher or be filed in the Department. Receipts for small sums paid to corporations, such as railroad, telegraph, turnpike, transfer, express, steamboat, hotel, newspaper, and ice companies, when it is impracticable to obtain the signature of the proper officer of the corporation, may be signed by the local agent authorized to receive and receipt for money at the places where services were rendered or articles purchased.

Where an account is paid by draft on the Treasurer or Sub-Treasurer, in the name of the corporation as payee, and such fact stated on the voucher, with the number of the draft, authority for signature will not be required.

Individual accounts must be receipted by the individual; firm accounts, by a member of the firm, or be paid by draft, as in the case of corporations.

W.
W. J. DURHAM,

First Comptroller.

H. A. LOCKWOOD,

Acting Commissioner of Customs.

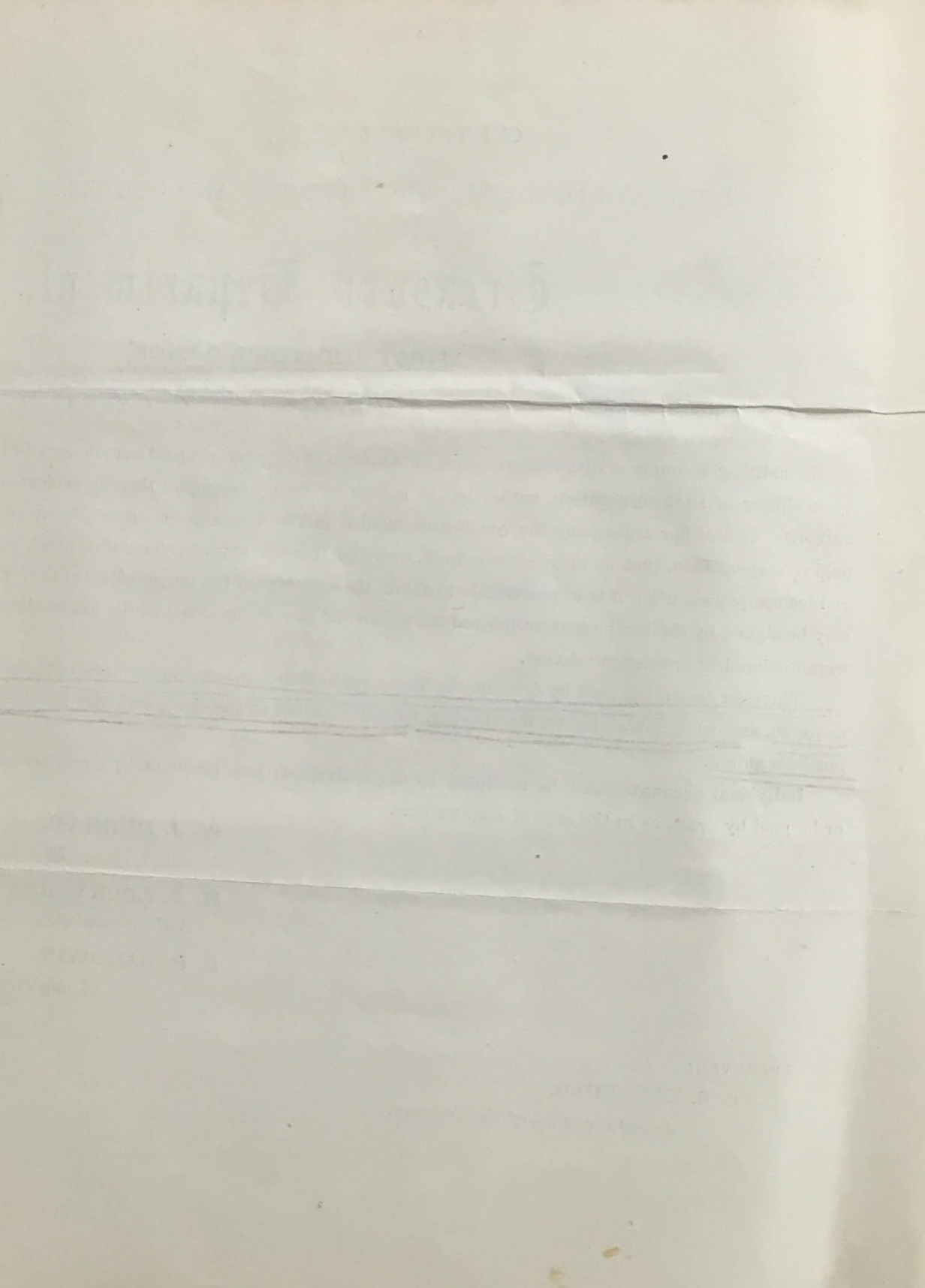
E. P. BALDWIN,

Acting First Auditor.

APPROVED:

C. S. FAIRCHILD,

Acting Secretary of the Treasury.



CIRCULAR.

PUBLIC ACCOUNTS AND DISBURSING OFFICERS' BALANCES.

1892.

Department No. 117.

Division of W., E., and A.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., July 25, 1892.

to Disbursing Officers and others:

Department Circular No. 79, of date May 25, 1892, is hereby modified to read as follows:

In order that the public accounts pertaining to the service of each fiscal year may be adjusted and closed in accordance with the provisions of Section 250 of the Revised Statutes, and that advances to disbursing officers be limited to the actual requirements of the service, disbursing officers of the Government are hereby instructed as follows:

1. To cover into the Treasury within thirty days after the close of each fiscal year all unexpended balances of appropriations standing to their credit pertaining to the service of the fiscal year immediately preceding, and to make supplemental requisitions, from time to time as occasion may require, for such sums as may be thereafter needed to pay claims coming under such appropriations of the preceding fiscal year.
2. To check, on and after July 1, 1892, against any balances standing to their official credit in payment of public dues without regard to appropriations, due regard being had to the provisions of Section 3678 and 3679 of the Revised Statutes, both in making requisitions and in the rendition of their accounts under the respective appropriations to which the disbursements properly belong. In the settlement of their accounts the accounting officers will see that the appropriations involved are properly adjusted.
3. To make requisitions for such funds only as may be necessary for the prompt fulfillment of public engagements as the same may arise from month to month.

CHARLES FOSTER,

Secretary.

Treasury Department,

Office of the Supervising Architect,

Washington, D. C., August 5, 1892.

CIRCULAR LETTER OF INSTRUCTIONS.

-----ooOoo-----

Superintendents of Construction, Superintendents of Repairs, and Custodians, of public buildings under the control of the Treasury Department throughout the United States are hereby requested and directed to carefully note and strictly and fully comply with the requirements of act of Congress approved August 1, 1892, which reads:

-----ooOoo-----

"A N A C T"

"Relating to the limitation of the hours of daily service of laborers and mechanics employed upon the public works of the United States and the District of Columbia."

-----0-----

"BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED, That the service and employment of all laborers and mechanics who are now or may hereafter be employed by the Government of the United States, by the District of Columbia, or by any contractor or subcontractor upon any of the public works of the United States or of the said District of Columbia, is hereby limited and restricted to eight hours in any one calendar day, and it shall be unlawful for any officer of the United States Government or of the District of Columbia or any such contractor or subcontractor whose duty it shall be to employ, direct, or control the services of such laborers or mechanics to require or permit any such laborer or mechanic to work more than eight hours in any calendar day except in case of extraordinary emergency."

"Sec. 2. That any officer or agent of the Government of the United States or of the District of Columbia, or any contractor or subcontractor whose duty it shall be to employ, direct, or control any laborer or mechanic employed upon any of the public works of the United States or of the District of Columbia who shall intentionally violate any provision of this act, shall be

August 5, 1932

CINCINNATI LETTER OF INVESTIGATION

Investigation of Construction Superintendence of Republic
of Public Buildings under the control of the Treasury
Department through the United States and Public Buildings
Department of set of Congress approved August 1, 1932

"A N A U T"
to the limitation of the hours of daily service of the
and mechanics employed upon the public works of the United
States and the District of Columbia

THE SENATE AND HOUSE OF REPRESENTATIVES OF THE
UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED. That the
employment of all laborers and mechanics who are
employed by the Government of the United States or
by any contractor or subcontractor of the United States or
of the District of Columbia, or by any contractor or
subcontractor of the District of Columbia, shall be subject
to the same laws in any one of the following cases:
1. In any contract or subcontract for the construction or
maintenance of any public building or work of the
Government of the United States or of the District of
Columbia, or for the construction or maintenance of any
public building or work of the District of Columbia, or
for the construction or maintenance of any public building
or work of the District of Columbia, or for the construction
or maintenance of any public building or work of the
District of Columbia, or for the construction or maintenance
of any public building or work of the District of Columbia,
the day is shall be no longer than eight hours in any
one day, except in case of extraordinary emergency.

That any contractor or subcontractor of the Government of
the United States or of the District of Columbia, or any
contractor or subcontractor of the District of Columbia, or
any contractor or subcontractor of the District of Columbia,
shall be subject to the same laws in any one of the
following cases:
1. In any contract or subcontract for the construction or
maintenance of any public building or work of the
Government of the United States or of the District of
Columbia, or for the construction or maintenance of any
public building or work of the District of Columbia, or
for the construction or maintenance of any public building
or work of the District of Columbia, or for the construction
or maintenance of any public building or work of the
District of Columbia, or for the construction or maintenance
of any public building or work of the District of Columbia,
the day is shall be no longer than eight hours in any
one day, except in case of extraordinary emergency.

"deemed guilty of a misdemeanor, and for each and every such offense shall upon conviction be punished by a fine not to exceed one thousand dollars or by imprisonment, for not more than six months, or by both such fine and imprisonment, in the discretion of the court having jurisdiction thereof."

"Sec. 3. The provisions of this act shall not be so construed as to in any manner apply to or affect contractors or subcontractors, or to limit the hours of daily service of laborers or mechanics engaged upon the public works of the United States or of the District of Columbia for which contracts have been entered into prior to the passage of this act."

"APPROVED AUGUST 1, 1892."

-----ooOoo-----
The printed "Instructions to Superintendents", approved May 8, 1886; and the printed "Instructions to Custodians", approved March 30, 1885; are hereby modified to include the requirements of said Law.

The Superintendents of Construction, Superintendents of Repairs, and Custodians of public buildings, under the control of the Treasury Department, throughout the United States, are, in addition to the above general directions and instructions, hereby further specifically directed and instructed to take the following action:

First. To see that the requirements of said law are fully observed and strictly complied with in regard to all persons employed directly by the Government in connection with such work as is being done under authorities granted since August 1, 1892 or such work as may be hereafter authorized to be done by the day on the buildings under their charge respectively.

Second. To see that the requirements of said law are fully observed and strictly complied with in regard to all labor employed by contractors or subcontractors in connection with work which may be authorized to be done under "open market authorization," accepted proposal, or formal contract, in connection with the buildings under their charge respectively.

Third. In each and every case in which instructions or directions may hereafter be given from the Department to them to invite competitive proposals either by circular letter, or by pub-

... of a statement, and for each and every such statement upon conviction be punished by a fine not to exceed ... of the ... and ... in the ...

... of this act ...

... of the ...

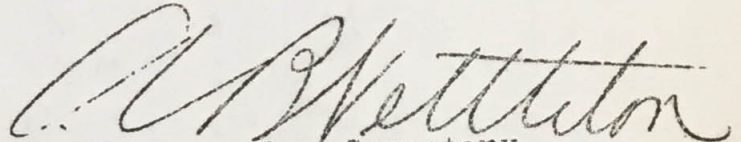
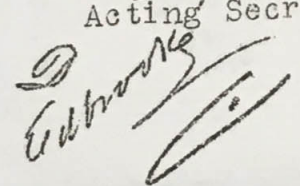
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lie advertisement for furnishing any work requiring the performance of any labor in connection with the buildings under their charge respectively, they must clearly and distinctly specify in such circular letter, or public advertisement, and the General Instructions and Conditions and specifications, which may form the basis upon which the competitive proposals are invited, that each competing bidder must distinctly understand that his proposal must be submitted for furnishing all the labor and materials required to complete the work contemplating a full and strict compliance with each and all of the requirements of said act of Congress approved August 1, 1892, and, when necessary, furnish such bidders in such cases with a copy of said law.

The acknowledgment of the receipt of a copy of this Circular Letter of Instructions by each of the officers specified is requested.


Acting Secretary.


To

Mr. _____

----- U. S. -----

...for furnishing any work requiring the performance of labor in connection with the buildings under their respective, they must clearly and distinctly specify in their letter, or public advertisement, and to the General Agents and Commissioners and specifications, which may form the basis upon which the proposals are invited, that his proposal is submitted for furnishing all the labor and materials required to complete the work contemplated in said act of Congress, and, when necessary, furnish such approved August 1, 1892, and a copy of said law. In each case with a receipt of a copy of this circular of instructions by each of the officers specified is required.

[Handwritten signature]
Acting Secretary
[Handwritten initials]

CIRCULAR.

TRANSMISSION OF GOVERNMENT MESSAGES OVER BOND-AIDED OR SUBSIDIZED TELEGRAPH LINES.

1893.

Department No. 19.

Treasury Department,

FIRST COMPTROLLER'S OFFICE,

Washington, D. C., February 7, 1893.

To Disbursing Officers and other Officers and Agents of the Government:

The observance and enforcement of the following regulations will hereafter be required of the disbursing officers and other officers and agents of the Government whose accounts are examined and certified by the First Comptroller of the Treasury. A strict compliance therewith will obviate the necessity of disallowances and suspensions in the settlement of their accounts:

1. The statutes of the United States require that the compensation for messages sent at Government expense over telegraph lines constructed in connection with Pacific railroads, to which bonds have been issued by the United States in aid of their construction, shall be withheld by the Secretary of the Treasury and applied in payment of the subsidy bonds and interest. In order that these provisions of law may be complied with, the accounts of the respective telegraph companies for Government messages sent over bond-aided or subsidized lines must be transmitted to the Treasury Department for settlement, and not be paid by disbursing officers or by any other officers or agents of the Government.

2. Officers or agents of the Government, in sending messages on Government business, are instructed to use the bond-aided or subsidized telegraph lines, whenever practicable to do so, in preference to other lines which are not subject to the same conditions. In such cases the officer or agent sending the message must indorse thereon a request that it be sent over the bond-aided or subsidized line, designating it by name.

3. Where the entire service is over bond-aided or subsidized telegraph lines no payment to the telegraph companies must be made by the officer or agent of the Government who sends the message or by any disbursing officer. In such case the officer or agent sending the message is not charged with any duty respecting the payment thereof, except to inform the agent or operator of the telegraph company who receives the message that it is the duty of the company under the law to transmit the same, and to present its account therefor to the proper Department of the Government, to be approved by the head of such Department, under the proper appropriation, and forwarded to the accounting officers of the Treasury for settlement in accordance with the requirements of the law. Such accounts should be forwarded by the respective telegraph companies, through their usual channels, to that Department of the Government with which the officers or agents sending the respective messages are connected. For example: An account for messages sent by officers of the Interior Department should be transmitted to that Department, to be approved and forwarded to the accounting officers of the Treasury for settlement; an account for messages sent by officers of the Department of Justice should be forwarded in like manner to that Department, or an account for messages sent by officers of the Treasury Department should be transmitted to the Secretary of the Treasury.

4. Where the service is continuous and entire over lines partly subsidized and partly not, or over connecting lines one of which is subsidized and the other not, but one account for the entire service should be rendered by the telegraph company which receives and transmits the message, showing the respective amounts claimed for aided and nonaided service. Such account is not to be paid by any disbursing officer or by the officer or agent sending the message, but must be forwarded by the telegraph company to the proper Department of the Government in the manner already indicated, and in the settlement thereof the accounting officers, the amount found due and payable in money for nonaided service will be certified for payment to the telegraph company, and the amount found due for service over the bond-aided line will be applied as required by law.

For the information and guidance of all concerned is subjoined a list descriptive of the bonded Pacific railroads in connection with which bond-aided or subsidized telegraph lines have been constructed, with a reference to the several acts of Congress relating thereto.

A. C. MATTHEWS,

First Comptroller

APPROVED:

CHARLES FOSTER,

Secretary of the Treasury.

List of bonded Pacific Railroads in connection with which subsidized telegraph lines have been constructed

UNION PACIFIC RAILWAY.—From Bridge Junction, Omaha, Nebr., to Utah Central Crossing, Ogden, Utah.....	1,050
UNION PACIFIC RAILWAY (Kansas Division).—From Kansas City, Mo., to a point on the railroad between Monument and Gopher Stations	3
CENTRAL PACIFIC RAILROAD (operated by Southern Pacific Company).—	
From Ogden Station, Ogden, Utah, to Sacramento, Cal.....	7
From Brighton, Cal., to Niles, Cal.....	1
From Niles, Cal., to San Jose, Cal	
SIoux CITY AND PACIFIC RAILROAD.—From Sioux City, Iowa, via California Junction, to Fremont, Nebr	
MISSOURI PACIFIC RAILWAY COMPANY (Central Branch Union Pacific Railroad).—From Atchison, Kans., to Waterville, Kans	

ACTS OF CONGRESS RELATING TO BOND-AIDED PACIFIC RAILROADS.

Act July 1, 1862, 12 Stats., 489.
 Act July 2, 1864, 13 Stats., 356.
 Act March 3, 1865, 13 Stats., 504.
 Joint resolution May 7, 1866, 14 Stats., 355.
 Joint resolution May 21, 1866, 14 Stats., 356.
 Act July 3, 1866, 14 Stats., 79.
 Joint resolution July 26, 1866, 14 Stats., 367.
 Act March 6, 1868, 15 Stats., 39.
 Act March 3, 1869, 15 Stats., 324.

Joint resolution March 3, 1869, 15 Stats., 34
 Joint resolution April 10, 1869, 16 Stats., 5
 Act May 6, 1870, 16 Stats., 121.
 Act March 3, 1873, 17 Stats., 508.
 Act June 20, 1874, 18 Stats., 111.
 Act May 7, 1878, 20 Stats., 56.
 Act March 3, 1879, 20 Stats., 420.
 Act August 7, 1888, 25 Stats., 382.

CIRCULAR.

THE PREPARATION OF PRINTER'S COPY, REQUISITIONS FOR PRINTING
AND BINDING, ETC.

(Superseding all previous Regulations on the Subject.)

1893.

Department No. 64.

Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., May 8, 1893.

To all Officers and Clerks of the Treasury Department whom it may concern:

To secure uniformity and economy in printing and binding, and to prevent confusion in the use of blanks and blank books, a strict compliance with the following regulations is hereby enjoined upon all officers of the Department:

I. All copy for the printer should be carefully and thoroughly prepared, to avoid, as far as possible, alterations in proof; and, to enable the Public Printer to furnish the estimates of cost required by law, the copy must invariably accompany requisitions.

II. When it is desired that a form be printed in other than ordinary black ink, the particular color or kind should be specified on the copy.

III. *In ordering blanks, the numbers of the forms only need be written on requisitions, the necessary instructions for the printer being written on copy.*

IV. To avoid the mutilation of record books, loose sheets of each form should be kept on hand, to be used as printer's copy when ordering new supplies.

V. The title of each blank book will be written on requisition, but *directions for making books will appear in detail on the copy*, and must specify—1. The number of leaves or openings required. 2. Size of paper. 3. The style of binding desired, *i. e.*, whether *Russia ends and bands; †half Russia, patent back; ‡half Russia, cloth sides; §half Russia, plain, or §board covers, cut flush. 4. Specific instructions for titling, paging, indexing, tagging, canvas covering, etc.

VI. Blank books must conform as nearly as practicable to the following standard sizes of paper (or fractional division thereof): 14 by 17 inches; 17 by 28 inches; 16 by 21 inches; 21 by 32 inches; 18 by 23 inches; 19 by 24 inches; 20 by 28 inches; 23 by 31 inches.

VII. Each blank book must have printed, on the back or side, its title, the serial number of the volume, the name of the division and office in which it is to be used, and the name of the Department; and, whenever practicable, the heading of each page will distinctly show the character of the transactions to be entered, and the subheadings of columns should be sufficiently full to clearly indicate their purpose.

* Suitable for books of 250 leaves or more.

† Suitable for books of from 175 to 250 leaves.

‡ Suitable for books of from 88 to 175 leaves.

§ Suitable for books of less than 88 leaves, which are not subjected to much handling.

VIII. Printed books and documents can, under the law, be bound only in cloth or sheep. When sheep binding is deemed necessary, the particular style desired should be specified *on the requisition, i. e.,* either full sheep (light or dark), half sheep (light or dark), cloth sides, or half sheep (light or dark), paper sides. Directions for titling should accompany the material to be bound; and, when it is desired to have lettering, etc., agree with the previous volumes of a series, a sample copy should to be sent with the material.

IX. Concerning the sizes of blank forms, their briefing, numbering, etc., the following extracts from Department Circular No. 107, of 1890, are here reproduced, with the injunction that their provisions be strictly observed:

* * * * * *

Upon a thorough investigation by a special committee recently appointed by the Secretary, it has been found entirely practical to reduce nearly every blank form used in accounts to a division or multiple of the two following sizes of paper, viz: Demy, 16 by 20½, and cap, 14 by 17, the former, when folded, being 3½ by 8, and the latter 3½ by 8½ inches. These sizes are hereby adopted by the Department, and will be known as "The Treasury Standards of Sizes of Forms." Every blank form used in the Treasury service, and those coming into the accounts from other Departments and branches of the public service, should, as far as practicable, conform to one of these standards.

To maintain the desired uniformity, method and watchfulness will be required. The existing diversities in sizes and styles of blanks have chiefly arisen from a lack of system in preparing copy for the printer, the necessity for uniformity in the files, and the possibility of such uniformity, not having been usually considered in the printing of new blanks.

To remedy this defect of system, it is hereby ordered that the head of each bureau or office of the Department, and the chief of each division of the Secretary's Office, designate a competent person, whose duty it shall be to attend to the ordering of all blank forms for use in his office or division. The persons so designated will be required to familiarize themselves with necessary technicalities connected with the preparation of printer's copy, and will be held to a strict responsibility for the faithful performance of this duty. They shall (1) make out all requisitions for printing for the signature of the head of the office (chief of division, in case of the Secretary's Office); (2) see that all copy accompanying requisitions is properly prepared and has the approval of the head of the office (chief of division, in case of the Secretary's Office); (3) see that new blanks, when introduced, are of the official standard size; and (4) confer with the chief of the Division of Stationery, Printing, and Blanks, Secretary's Office, upon all questions that may arise in connection with the printing and preparation of blank forms.

The officers and clerks in the accounting offices will aid the Department in perfecting this system by reporting any deviation from the standard sizes that may come to their notice in the examination of accounts. To secure economy in the use of paper, different sizes of each form may be prepared, to consist of divisions or multiples of the standard, and administrative officers will instruct their subordinates to use the smallest size that will meet the requirements in each case.

Each blank form will have a number, and also a title indicating as nearly as possible the purpose for which it is to be used. The name of the office (or division, in case of the Secretary's Office) in which it originates should also appear at the head of every blank. *There should be a uniform system of numbering blanks in every bureau of the Department and division of the Secretary's Office, a list of the forms to be kept in a book, the number and title being given in each case.* When a blank becomes obsolete its number should not be used on any other form. Fractions of numbers should not be used, and letters in connection with numbers should be used only as a distinguishing feature between blanks of different sizes of the same form. For the purpose of numbering, every printed form regularly used in the transaction of the business of the Department, with the exception of letter heads, may be defined as a blank.

Every blank form going into the files must have a proper indorsement. To secure uniformity in this important matter, the following model is submitted, which contemplates a uniform size and style for the date and receipt stamp :

[Space for dating stamp.]	Form 000.	Port of Georgetown, D. C., <i>August 25, 1890.</i>	GEORGE BROWN, <i>Collector of Customs.</i>	ABSTRACT OF DUTIES, ETC.	<i>No. of Inclosures,</i>	FIRST AUDITOR.*	*The officer of the Treasury to whom the paper is sent.
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* * * * *

X. Each circular, circular letter, report, or other printed document must have a brief heading showing its contents or the use to which it is to be applied.

XI. No requisition should be for more than one form.

XII. A year's supply of standard forms should be ordered at one time.

XIII. Blank books should be ordered at least four months and blank forms two months before needed for use. No requisition will be advanced or specialed except in case of absolute and unavoidable necessity.

XIV. A record of printing requisitions should be kept in each office of the Department and division of the Secretary's office, in order that the date may be furnished whenever it becomes necessary to refer to a requisition on the books of the Division of Stationery, Printing, and Blanks.

XV. After a careful examination and correction of proofs they should be returned to the Division of Stationery, Printing, and Blanks, *in the envelopes or jackets in which they were received from the printer.*

XVI. Heads of bureaus, in making requisitions for their annual and other reports authorized to be printed, should order only such editions as necessity imperatively demands. The appropriation for printing and binding for the Department being limited, rigid economy is required in its expenditure.

J. G. CARLISLE,

Secretary.

CIRCULAR.

OFFICIAL COMMUNICATION FORMULAS.

1893.

Department No. 88.

Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., June 7, 1893.

To Employes of the Treasury Department and others:

The following instructions, for the information and guidance of all the officials of this Department and the offices under its control, in regard to the size, preparation, initialing, folding, indorsing, referring, superimposing, transmitting, and addressing official communications are hereby promulgated in lieu of those issued May 26, 1881:

1. The standard letter sheet shall be as nearly as possible 8×10 inches in size. The standard legal cap or foolscap sheet shall be as nearly as possible $8 \times 12\frac{1}{2}$ inches in size.
2. The standard authorities on spelling shall be, in the order named, Webster's Dictionary, the Decisions of the United States Board on Geographic Names, and the United States Postal Guide.
3. Every communication received calling for information shall be answered, unless the sender of it has been otherwise formally notified of its receipt and disposal.
4. Every communication prepared shall be paged and shall be formulated in the following manner:
The Department or Office where written.
The place where written.
The date when written.

The name of the person or office addressed.

The title, if any, of the person addressed.

The residence of the person addressed.

Sir (or Madam):

The subject matter.

Respectfully, yours (or submitted).

The signature of the writer.

His official title, if any.

5. No blank sheet shall be attached or filed with any letter, report, or paper.
6. There shall be placed on all communications the initials of the principal officer of the division, bureau, or office in which such communications are written.
7. The initials found on any letter, report, or paper, shall be referred to in the answer to it.
8. All papers shall be so folded, from the bottom to the top of the page, as to conform as nearly as possible to the standard size, which is $3\frac{1}{2}$ inches in width by 8 inches in length.
9. The first indorsement upon any communication shall commence 1 inch from the top, writing from the free edge of the fold, and shall be formulated as follows:
The Department or office where the communication was written.
The place where the communication was written.
The date when the communication was written.
The name of the writer.
Title of the office or officer.

A brief of the subject-matter, showing all the separate parts and the names of persons and firms referred to. (See form on the back of these instructions).

10. Indorsements shall be placed in regular sequence or chronological order.
11. The receiving-date stamp or mark of any office, bureau, or division shall be placed immediately following the last indorsement, reference, or stamp, and must not be superimposed upon it.
12. A reference shall follow the matter immediately preceding it, but if it be necessary to carry it to the next side of the fold, the word "over" must be placed at the bottom of the last.
13. No paper shall be attached in any way for additional indorsement or reference until the whole back of the letter sheet is covered, and then, if necessary, a sheet $3\frac{1}{2} \times 8$ inches, with a flap for attachment, may be fastened in such manner as not to cover a previous indorsement, reference, or date.
14. In forwarding reports, accounts, certificates of deposit, or papers of like character, no letter of transmittal shall be sent, unless it contains additional information or explanation.

J. G. CARLISLE,

Secretary.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., June 7, 1893.

HON. J. G. CARLISLE,

Secretary.

Instructions for the information and guidance of all the officials of the Treasury Department, and the offices under its control, in regard to the size, preparation, initialing, folding, indorsing, referring, superimposing, transmitting, and addressing official communications.

C I R C U L A R.

GOVERNMENT RATES FOR TELEGRAPHING.

1893.
Department No. 126.
Division of N., P., and B.

Treasury Department,
OFFICE OF THE SECRETARY,

Washington, D. C., August 17, 1893.

The following communication from the Postmaster-General, prescribing rates to be paid by the Government for telegraphing for the fiscal year ending June 30, 1894, is hereby published for the information of officers of the Treasury Department and others whom it may concern. Officers of this Department are specially informed that no charge in excess of these rates will be allowed by the accounting officers.

The Department and office should be designated upon all official telegrams sent.

CHARLES S. HAMLIN,
Acting Secretary.

RATES OF PAY FOR COMMUNICATIONS BY TELEGRAPH.

POST-OFFICE DEPARTMENT.
Washington, D. C., August 5, 1893.

ORDER NO. 128.

Pursuant to the authority vested in the Postmaster-General by the act of Congress entitled "An act to aid in the construction of telegraph lines, and to secure to the Government the use of the same for postal, military, and other purposes," approved July 24, 1866, and by the Revised Statutes of the United States, Title LXV, I hereby fix the rates at which such communications as the said statutes prescribe (not including those passing over circuits established by the Chief of the Weather Bureau, Department of Agriculture) shall be sent during the fiscal year beginning July 1, 1893, and terminating June 30, 1894, by the several companies within the effect of said statutes, as follows:

For day messages containing not more than twenty (20) words, exclusive of place from and date, twenty (20) cents, not exceeding one thousand (1,000) miles, and one (1) cent for each additional word. One quarter of this rate to be added for each five hundred (500) miles, or fraction thereof, but no rate on a message of twenty (20) words to be more than forty (40) cents, nor on an additional word more than two (2) cents. The rate between all points in any State, Territory, or the District of Columbia shall be twenty (20) cents for twenty (20) words, and one (1) cent for each additional word.

In cases where the price of a message, determined as herein provided, shall include a fraction of a cent, such fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as one cent.

For night messages not exceeding twenty (20) words, exclusive of place from and date, fifteen (15) cents for any distance within two thousand (2,000) miles, and for greater distances twenty five (25) cents; in each case one (1) cent for each additional word.

Instead of computing the actual distances of transmission, the distance for payment shall in all cases be taken absolutely to be the number of miles between the capital of the State or Territory, or from the city of Washington, if from within the District of Columbia, from within which (whatever the place) the message is sent, and the capital of the State or Territory, or the city of Washington, if within the District of Columbia, within which (whatever the place) the message is received, as shown in the accompanying table, wherein such distances are given as computed upon the shortest practicable route between such capitals, and which is to be taken as part of this order.

But it is provided that if, on the 1st day of July, 1893, or at any time during the ensuing year, any such company shall charge the public for a message of ten words or less, exclusive of the date, address, and signature, a less rate than is herein fixed for twenty words, exclusive of place from and date, the rates here prescribed shall, as to such company, thenceforth during the year be reduced to the rates so charged to the public.

The statutes provide that telegrams between the several Departments of the Government and their officers and agents, in their transmission over the lines of any such company, shall have priority over all other business. All officers of the United States sending such telegrams should indorse thereon the words "Official Business," and should report to the Postmaster-General any failure to transmit them in such priority, and any charge made in excess of the rates above prescribed.

Each company will be allowed to charge for messages received from another line at the same rate as if received from the Government direct, at the point of transfer for transmission over its own line.

W. S. BISSELL,
Postmaster-General.

Telegraph companies which have accepted the conditions of the act of July 24, 1866, and which are subject to the provisions of the order of the Postmaster-General fixing Government rates.

The following is a list of telegraph companies that have filed acceptance of the provisions of the act of July 24, 1866, up-to the present date :

1. The American Submarine Telegraph Company of New York, N. Y. Received and filed July 24, 1866.
2. The National Telegraph Company of New York, N. Y. Received and filed July 30, 1866.
3. The Globe Insulated Lines Telegraph Company of New York, N. Y. Received and filed July 31, 1866.
4. International Telegraph Company of Portland, Me. Received and filed October 6, 1866.
5. The Atlantic and Pacific Telegraph Company of New York, N. Y. Received and filed March 19, 1867.
6. The Franco-American Land and Ocean Telegraph Company of New York, N. Y. Received and filed April 6, 1867.
7. The Globe Telegraph Company of New York. Received and filed May 30, 1867.
8. Mississippi Valley National Telegraph Company of St. Louis, Mo. Received and filed June 4, 1867.
9. Western Union Telegraph Company of New York. Received and filed June 8, 1867.
10. Northwestern Telegraph Company of Kenosha, Wis. Received and filed July 30, 1867.
11. Great Western Telegraph Company of New York. Received and filed January 17, 1868.
12. The Franklin Telegraph Company of Boston, Mass. Received and filed April 17, 1868.
13. The Insulated Lines Telegraph Company of Boston, Mass. Received and filed April 13, 1868.
14. Pacific and Atlantic Telegraph Company of Pittsburg, Pa. Received and filed July 22, 1868.
15. The Atlantic and Pacific States Telegraph Company of Sacramento, Cal. Received and filed September 7, 1868.
16. The Eastern Telegraph Company of Philadelphia, Pa. Received and filed October 5, 1868.

17. The Delaware River Telegraph Company of Philadelphia, Pa. Received and filed October 23, 1868.
18. Cape May and Shore Telegraph Company of New York City. Received and filed April 2, 1869.
19. Peninsula Telegraph Company of New York City. Received and filed May 9, 1869.
20. Ocean Telegraph Company of Boston, Mass. Received and filed July 15, 1869.
21. The American Cable Company of New York. Received and filed April 15, 1870.
22. Southern and Atlantic Telegraph Company of Philadelphia, Pa. Received and filed July 22, 1870.
23. International Ocean Telegraph Company of New York City. Received and filed January 20, 1871.
24. Missouri River Telegraph Company of Sioux City, Iowa. Received and filed May 3, 1871.
25. The Marine and Inland Telegraph Company of New Jersey, 715 Locust street, Philadelphia. Received and filed November 27, 1872.
26. Atlantic and Pacific Telegraph Company of Missouri. Executive Office, 145 Broadway, New York City. Received and filed May 8, 1877.
27. New Jersey and New England Telegraph Company. Received and filed November 21, 1878. Address A. L. Worthington, No. 10 Green street, Trenton, N. J.
28. The American Rapid Telegraph Company, 41 Wall street, New York. Received and filed April 12, 1879. Special rates received and filed April 1, 1881.
29. Central Union Telegraph Company, 145 Broadway, New York. Received and filed May 9, 1879.
30. New York Land and Ocean Telegraph Company. Received and filed May 10, 1879.
31. Deseret Telegraph Company, Salt Lake City, Utah. Received and filed May 19, 1879.
32. American Union Telegraph Company of New York, 145 Broadway, New York. Received and filed July 1, 1879.
33. The American Union Telegraph Company of Missouri, Chas. S. Greeley, President, St. Louis, Mo. Received and filed July 9, 1879.
34. Wabash Railway Company, Cyrus W. Field, President, New York. Received and filed July 11, 1879.
35. The American Union Telegraph Company of New Jersey, D. H. Bates, President, Jersey City, N. J. Received and filed July 17, 1879.
36. The Baltimore and Ohio Railroad Company of Maryland, John W. Garrett, President, Baltimore, Md. Received and filed July 18, 1879.
37. The American Union Telegraph Company of Baltimore City, Md. Received and filed July 31, 1879.
38. The Deer Lodge Telegraph Company of Butte City, Mont. Received and filed August 30, 1879.
39. The American Union Telegraph Company of Pennsylvania, D. H. Bates, President, Philadelphia. Received and filed September 4, 1879.
40. The American Union Telegraph Company of Indiana, La Fayette, Ind. Received and filed Sept. 12, 1879.
41. The Cheyenne and Black Hills Telegraph Company, W. H. Hibbard, Superintendent, Cheyenne, Wyo. Received and filed November 7, 1879.
42. The American Union Telegraph Company of Ohio, Frank B. Swayne, President, Toledo, Ohio. Received and filed November 8, 1879.
43. The American Union Telegraph Company of Louisiana, Ed. Leloup, Secretary, New Orleans, La. Received and filed March 1, 1880.
44. Baltimore and Ohio Telegraph Company of Ohio, Geo. Hoadley, President, Cincinnati, Ohio. Received and filed September 3, 1880.
45. The Wabash, St. Louis and Pacific Railway Company of St. Louis, Mo., Solon Humphreys, President, No. 80 Broadway, New York. Received and filed September 13, 1880.
46. Baltimore and Ohio Telegraph Company of Illinois, C. H. Hudson, President, No. 81 South Clark Street, Chicago, Ill. Received and filed September 23, 1880.

47. Frontier Telegraph Company of Texas, G. O. Appleby, President, Lampasas, Tex. Received and filed October 25, 1880.
48. Bankers and Merchants' Telegraph Company of New Jersey, J. Heron Crosman, President, No. 58 Broadway, New York, N. Y. Received and filed April 21, 1881.
49. Bankers and Merchants' Telegraph Company of New York, Wm. W. Maris, President, No. 58 Broadway, New York, N. Y. Received and filed June 8, 1881.
50. Mutual Union Telegraph Company of Illinois, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed October 24, 1881.
51. Mutual Union Telegraph Company of Missouri, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed November 14, 1881.
52. New Jersey Mutual Telegraph Company, Jno. H. Walker, Secretary, Newark, N. J. Received and filed November 17, 1881.
53. Bankers and Merchants' Telegraph Company, Wm. W. Maris, President, 58 Broadway, New York. Received and filed December 8, 1881.
54. The Baltimore and Ohio Telegraph Company, Welty McCullogh, Secretary, Pittsburg, Pa. Received and filed March 6, 1882.
55. East Tennessee Telephone Company, D. I. Carson, Secretary, New York. Received and filed May 31, 1882.
56. Southern Telegraph Company, James F. Cox, President, 48 Exchange Place, New York. Received and filed August 4, 1882.
57. Postal Telegraph Company, A. W. Beard, President, 2 Wall street, New York. Received and filed August 31, 1882.
58. Bankers and Merchants' Telegraph Company of Baltimore City, J. G. Case, Secretary, 58 Broadway, New York. Received and filed December 14, 1882.
59. Mutual Union Telegraph Company of New York, John G. Moore, President, New York, N. Y. Received and filed March 5, 1883.
60. The Baltimore and Ohio Telegraph Company in Pennsylvania, J. B. Washington, Secretary, Pittsburg, Pa. Received and filed March 17, 1883.
61. The Baltimore and Ohio Telegraph Company of Indiana, Geo. P. Frick, President; Dan'l T. Downey, Secretary, Baltimore, Md. Received and filed July 17, 1883.
62. The Baltimore and Ohio Telegraph Company of the State of New York, Geo. P. Frick, President; Edward R. Golliday, Secretary, Baltimore, Md. Received and filed July 17, 1883.
63. The Northern and Southern Telegraph Company, corner State and Bridge streets, New York City, John F. Davis, President; Wm. H. Harfield, Secretary. Received and filed September 28, 1883.
64. Baltimore and Ohio Telegraph Company of New Jersey, Geo. P. Frick, President; Edward R. Golliday, Secretary, Trenton, N. J. Received and filed November 7, 1883.
65. National Telegraph Company of New York, Calvin S. Brice, President, New York, N. Y.; F. E. Worcester, Secretary. Received and filed January 31, 1884.
66. Philadelphia and Seaboard Telegraph Company of New Jersey, Milton Cowperthwaite, Secretary, Camden, N. J. Received and filed February 23, 1884.
67. Providence and Pascoag Telegraph Company of Rhode Island, D. H. Bates, President, New York; F. Jessen, Secretary. Received and filed July 10, 1884.
68. Baltimore and Ohio Telegraph Company of Missouri, Geo. P. Frick, President, Baltimore, Md. Received and filed July 18, 1884.
69. Baltimore and Ohio Telegraph Company of Louisiana, D. H. Bates, President, Baltimore, Md. Received and filed July 25, 1884.

70. The New England Telegraph Company, F. A. McKeone, President, New York. Received and filed July 26, 1884.
71. The Baltimore and Ohio Telegraph Company of Texas, D. H. Bates, President, New York. Received and filed August 13, 1884.
72. The New England Telegraph Company of Massachusetts, Dan. S. Robeson, New York, Vice-President. Received and filed September 5, 1884.
73. The Chesapeake and Ohio Telegraph Lines, C. W. Smith, General Manager, Richmond, Va. Received and filed September 29, 1884.
74. The Baltimore and Ohio Telegraph Company of Massachusetts, D. H. Bates, President, Boston, Mass. Received and filed December 15, 1884.
75. The Postal Telegraph and Cable Company, Henry Rosener, 2d Vice-President, New York. Received and filed January 29, 1885.
76. The Pacific Telegraph Company, George H. Myers, Secretary, Kansas City, Mo. Received and filed July 27, 1885.
77. The Baltimore and Ohio Telegraph Company of Baltimore County, Maryland, D. H. Bates, President. Baltimore, Md. Received and filed February 20, 1886.
78. Postal Telegraph-Cable Company, Jas. H. Withington, President, New York. Received and filed April 6, 1886.
79. The North American Telegraph Company, W. H. Eustis, Secretary, Minneapolis, Minn. Received and filed April 22, 1886.
80. The San Juan Telegraph Company, W. E. Block, Secretary, Ouray, Colo. Received and filed June 9, 1886.
81. Pacific Postal Telegraph-Cable Company, Henry Rosener, President, New York, N. Y. Received and filed July 20, 1886.
82. The Baltimore and Ohio Telegraph Company of Pennsylvania, R. Duryea, Secretary, Baltimore, Md. Received and filed September 11, 1886.
83. The Manhattan Railway Company, D. W. McWilliams, Secretary, New York, N. Y. Received and filed October 6, 1886.
84. The Pacific Mutual Telegraph Company, George M. Myers, Secretary, Rosedale, Kans. Received and filed February 24, 1887.
85. The Empire and Bay State Telegraph Company, Henry Macdona, Secretary, New York, N. Y. Received and filed July 12, 1887.
86. The Spokane Falls and Wardner Telephone-Telegraph Lines, W. S. Norman, Owner, Spokane Falls, Wash. Received and filed August 17, 1887.
87. The Rocky Mountain Telegraph Company, W. M. Cairns, General Manager, Butte, Mont. Received and filed August 18, 1887.
88. The Central Arizona Telegraph Company, L. H. Wilson, President, Prescott, Ariz. Received and filed October 6, 1887.
89. W. S. Norman's U. S. Military Telegraph Line. Between Fort Cœur d'Alene and Spokane Falls. W. S. Norman, Spokane Falls, Wash. Received and filed October 13, 1887.
90. The Wyoming Inland Telegraph Company, F. B. Proctor, Secretary, Buffalo, Wyo. Received and filed October 19, 1887.
91. The Chicago Postal Telegraph Company, Marcus Pollasky, President, Chicago, Ill. Received and filed January 3, 1888.
92. The Western Union Telegraph Company of Baltimore City, Richard J. Bloxham, President, Baltimore, Md. Received and filed January 7, 1889.
93. The Southern Bell Telephone and Telegraph Company, D. I. Carson, Secretary, 195 Broadway, New York. Received and filed February 18, 1889.

94. The Washington and Idaho Telegraph Company, E. B. Spencer, Secretary, Spokane Falls, Wash. Received and filed May 11, 1889.
95. The Continental Telegraph Company, E. L. Martin, President, Kansas City, Mo. Received and filed May 27, 1889.
96. The Maryland Central Railway Company, C. F. Kerchner, Secretary, Baltimore, Md. Received and filed September 6, 1889.
97. The Edison Mutual Telegraph Company, Titus Sheard, President, Van Wert, Ohio. Received and filed November 11, 1889.
98. The Atlantic Postal Telegraph-Cable Company, A. B. Chandler, President, 1 Broadway, New York, N. Y. Received and filed August 2, 1890.
99. The New York Submarine Cable and Telegraph Company, S. F. Austin, Secretary, Brooklyn, N. Y. Received and filed September 2, 1892.
100. New England Printing Telegraph Company, Charles O. Billings, President, Boston, Mass. Received and filed December 5, 1892.
101. Rocky Mountain Bell Telephone Company, Geo. Y. Wallace, President, Salt Lake City, Utah. Received and filed June 12, 1893.

SCHEDULE OF RATES FOR GOVERNMENT TELEGRAMS ON AND AFTER JULY 1, 1893.

NUMBER OF WORDS.	RATE FOR TWENTY WORDS AND MULTIPLES OF TWENTY, AND FOR WORDS ADDITIONAL TO TWENTY OR ANY MULTIPLE THEREOF.						
	DAY MESSAGES.					NIGHT MESSAGES.	
	1,000 MILES.	1,500 MILES.	2,000 MILES.	2,500 MILES.	3,000 MILES OR MORE.	2,000 MILES.	OVER 2,000 MILES.
20	\$0.20	\$0.25	\$0.30	\$0.35	\$0.40	\$0.15	\$0.25
40	.40	.50	.60	.70	.80	.35	.45
60	.60	.75	.90	1.05	1.20	.55	.65
80	.80	1.00	1.20	1.40	1.60	.75	.85
100	1.00	1.25	1.50	1.75	2.00	.95	1.05
200	2.00	2.50	3.00	3.50	4.00	1.95	2.05
300	3.00	3.75	4.50	5.25	6.00	2.95	3.05
400	4.00	5.00	6.00	7.00	8.00	3.95	4.05
500	5.00	6.25	7.50	8.75	10.00	4.95	5.05
1	.01	.01	.02	.02	.02	.01	.01
2	.02	.03	.03	.04	.04	.02	.02
3	.03	.04	.05	.05	.06	.03	.03
4	.04	.05	.06	.07	.08	.04	.04
5	.05	.06	.08	.09	.10	.05	.05
6	.06	.08	.09	.11	.12	.06	.06
7	.07	.09	.10	.12	.14	.07	.07
8	.08	.10	.11	.14	.16	.08	.08
9	.09	.11	.12	.16	.18	.09	.09
10	.10	.13	.14	.18	.20	.10	.10
11	.11	.14	.15	.19	.22	.11	.11
12	.12	.15	.17	.21	.24	.12	.12
13	.13	.16	.18	.23	.26	.13	.13
14	.14	.18	.20	.25	.28	.14	.14
15	.15	.19	.21	.26	.30	.15	.15
16	.16	.20	.23	.28	.32	.16	.16
17	.17	.21	.24	.30	.34	.17	.17
18	.18	.23	.26	.32	.36	.18	.18
19	.19	.24	.27	.33	.38	.19	.19

STANCES—BY CAPITALS.

[illegible]

76.26
820

152540

61008

3813

6257132

CIRCULAR.

BOND-AIDED TELEGRAPH LINES.

(Amendatory of Circular No. 19, of 1893.)

1894.

Department No. 28.

Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., February 14, 1894.

For the information and guidance of the officers of the Department having the examination and approval of accounts for official telegraphing, and all officers concerned in the transmission of official telegrams, the territories are given below that come entirely or partly within touch of the bonded Pacific railroads in connection with which bond-aided or subsidized telegraph lines have been constructed, viz :

1. All points within the States of Nebraska, Wyoming, Colorado, Nevada, California, and the Territory of Utah.
2. The State of Kansas, excepting Leavenworth and points on the immediate line of the Atchison, Topeka and Santa Fe Railroad.
3. The State of Idaho on the south, embracing Boise City, Nampa, Pocatello, etc. (The northern part of Idaho is covered by the line of the Northern Pacific Railroad.)
4. All points on the Sioux City and Pacific Railroad from Sioux City, Iowa, to California Junction, Iowa, embracing Onawa City, etc.

Government messages sent over lines within the above-mentioned territories will not be included in general telegraphic accounts, but must be presented separately.

W. E. CURTIS,

Acting Secretary.

C I R C U L A R.

REVISED TABLE OF DISTANCES—TELEGRAPH SERVICE.

[Amendatory of Circular No. 126, series of 1893.]

1894.

Department No. 26.

Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., February 12, 1894.

The following order of the Postmaster-General, and its accompanying revised table of distances, are hereby published for the information and guidance of officers of the Treasury Department, and others concerned.

W. E. CURTIS,

Acting Secretary.

POST-OFFICE DEPARTMENT,

OFFICE OF THE POSTMASTER-GENERAL,

Washington, D. C., January 27, 1894.

ORDER NO. 28.

The following table of distances by capitals is hereby substituted for the table accompanying and made a part of Order No. 128, dated August 5, 1893, establishing the rates of pay for communications by telegraph; and all charges for Government use of the telegraph by the several Departments of the Government, and their officers and agents, shall be computed upon the distances fixed by the same.

WILSON S. BISSELL,

Postmaster-General.

DISTANCES—BY CAPITALS.

CIRCULAR.

THE PREPARATION OF PRINTER'S COPY, REQUISITIONS FOR PRINTING
AND BINDING, ETC.

(Superseding all previous Regulations on the Subject.)

1894.
Department No. 95.
Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., August 15, 1894.

To all Officers and Clerks of the Treasury Department whom it may concern:

To secure uniformity and economy in printing and binding, and to prevent confusion in the use of blank forms and blank books, a strict compliance with the following regulations is hereby enjoined upon all officers of this Department:

PREPARATION OF PRINTER'S COPY.

All copy for the printer should be carefully and thoroughly prepared, to avoid, as far as possible, alterations in proof; and, to enable the Public Printer to furnish the estimates of cost required by law, complete copy must invariably accompany requisition.

In a recent letter addressed to the Secretary by the Public Printer occurred the following pertinent criticism:

The practice various Department and Bureau officials have fallen into of furnishing hasty or imperfect copy to the Public Printer, with the evident purpose of revising the same in proof, has grown into a most serious abuse. Whatever may have been the need for the beginning and growth of this practice, there exists no excuse for its continuance. With the facilities afforded by typewriting machines, copy can be so readily prepared for revision and correction that the "editing" of printed proofs has been practically abandoned by commercial printing houses, and is deemed as needless as it is wasteful of time and money. During late years certain Departments, in connection with their work in this office, have depleted their allotment of the appropriation for public printing tens of thousands of dollars merely for revision of proofs. Frequently the original cost of composition has been doubled and quadrupled in this way. Nor is this the only evil. The type pages are often required to be held for months awaiting the return of proofs, encumbering the office, and requiring double the amount of type for the execution of the public printing that would be necessary under proper conditions; besides, the typographical appearance of work subjected to free editing after being put in type is seriously marred by irregular spacing necessarily made in correction, and the work of final revision is enormously increased.

BLANK FORMS.

UNIFORMITY IN SIZE.

Uniformity in the size of papers going into the regular files of this Department is of the first importance.

Experience has demonstrated the entire practicability of reducing nearly every blank form used in accounts to a division or multiple of the two following standard sizes of paper, viz: Demy, 16 by 20, and cap, 14 by 17 inches, the former, when folded, being $3\frac{1}{2}$ by 8, and the latter $3\frac{1}{2}$ by $8\frac{1}{2}$ inches.

Every blank form used in the Treasury service, as well as those accompanying accounts from other Departments and branches of the public service, should, as far as practicable, conform to these standards, which are hereby adopted by this Department.

To maintain the desired uniformity in this regard, method and watchfulness will be necessary on the part of officials. Irregularities chiefly arise from want of knowledge or system in preparing copy for the printer, the necessity for uniformity in the files not being usually considered by those who prepare new copy.

To secure economy in the use of paper, and to save filing space, different sizes of each form may be used, to consist of divisions or multiples of the standard, and administrative officers will instruct their subordinates to use the smallest size that will meet the requirements in each case.

The officers and clerks in the accounting offices will aid the Department in perfecting this system by reporting any deviation from the standard sizes that may come to their notice in the examination of accounts.

HEADINGS, NUMBERS, ETC.

Each blank form and blank book will have a number, and also a title or caption indicating as nearly as possible the purpose for which it is to be used, the number to appear in the upper left-hand corner. The name of the Department and office in which it is used should also appear at the head of every blank; and in all headings of blanks the name of the Department shall precede that of the office or bureau.

There should be a uniform system of numbering forms in every bureau of the Department and division of the Secretary's Office, a list of the forms to be kept in a book, the number and title being given in each case. When a form becomes obsolete its number should not be used on any other form. Fractions of numbers should not be used, and letters in connection with numbers should be used only as a distinguishing feature between blanks of different sizes of the same form, or where material difference appears on the face of a form. For the purpose of numbering, every printed form regularly used in the transaction of the business of the Department, with the exception of letter heads, may be defined as a blank.

The Department circulars of instruction shall be numbered serially during each calendar year, such series of numbers to embrace all circulars emanating from the different offices and bureaus of the Department and divisions of the Secretary's office; and no duplication of numbers shall appear upon these circulars. Every such circular, before its issue, shall have the written approval of the Secretary.

Each circular, circular letter, report, or other printed document must have a brief title showing its contents or the use to which it is to be applied.

PRINTED LETTERS, ETC.

Uniformity and neatness being desired in the printed letters of this Department, the following sample form is here given for the guidance of all concerned:

[Illustrating style of heading, style and size of type, etc.]

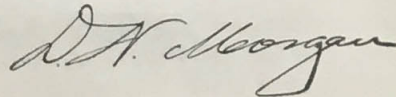
NOTIFICATION OF AUTHORITY TO INDORSE.

DIVISION OF ACCOUNTS. }
Form 671.—6-21-'94-1,000. }

Treasury Department,OFFICE OF *THE TREASURER,**Washington, D. C., May 21, 1894.**The Assistant Treasurer U. S.,**New York, N. Y.*

SIR: You are hereby advised that accepted authority for JOHN DOE to indorse as treasurer for the RICHARD ROE COMPANY, of New York, for the period from January 1, 1894, to January 1, 1895, is filed in this Department.

Respectfully, yours,

*Treasurer U. S.*

NOTE.—If the blanks are to be filled out by typewriter, the office ordering the work should request that typewriter-type be used.

INDORSEMENTS.

Every blank form going into the files must have a proper indorsement on its second fold. To secure uniformity in this important matter, the following model is submitted, which contemplates a uniform size and style for the date and receipt stamp :

[Space for dating stamp.]	No.	Form 000.	Port of Georgetown, D. C., July 10, 1894.	GEORGE BROWN, Collector of Customs.	ABSTRACT OF DUTIES, ETC.	No. of Inclosures,	AUDITOR FOR THE TREASURY DEPARTMENT. * * The officer of the Treasury to whom the paper is sent.
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The direction for indorsing on second fold is not intended to affect the provision of Circular No. 13, series of 1890, which requires the indorsement on official *letters* to be on the *first* fold.

THE FOLDING OF FORMS.

In a perfect filing system the proper folding of papers is of great importance. When papers are folded in a slovenly, irregular way, the projecting edges are subjected to extra pressure and friction, and thereby wear and tear rapidly. A study of the following diagrams and conformity to instructions will insure evenness in packages.

Diagram showing the DEMY STANDARD for blank forms, and the manner of folding and indorsing.

QUARTO-DEMY SIZE.

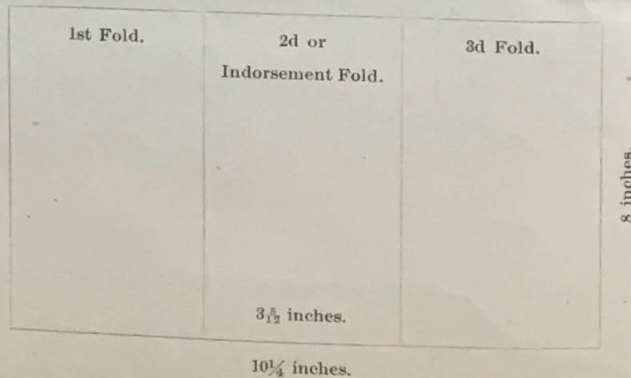
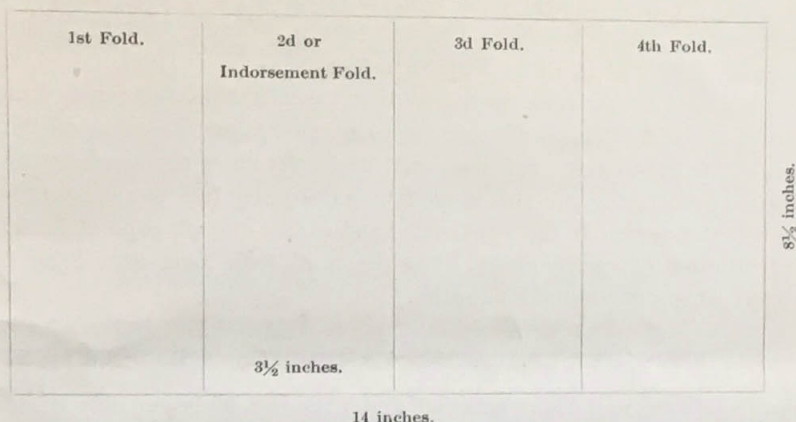


Diagram showing the CAP STANDARD for blank forms, and the manner of folding and indorsing.

HALF-CAP SIZE.



The diagrams show only a fractional part of the whole sheet. The size of the form may be increased or diminished, but each change must be in a multiple of the filing fold.

To fold a Half-Cap sheet [$8\frac{1}{2}$ by 14]: Lay the paper face up, lengthwise from you; fold in center, bringing bottom and top edges squarely together; fold again in same manner. This will bring folds marked 1st and 2d on the diagram on outside of folded paper.

To fold a Cap sheet [14 by 17]: Lay the paper face up, lengthwise from you; fold in center from you, bringing bottom and top edges squarely together; without moving position of paper, fold again in center from right to left, and again in center from right to left. This will bring the indorsement fold on top.

Double-Cap [17 by 28] is folded in a similar way to Cap.

The folding of the quarter-sheet of *Demy* [8 by 10 $\frac{1}{2}$] suggests itself without explanation.

To fold a Half-Demy sheet [10 $\frac{1}{2}$ by 16]: Lay the paper face up, lengthwise from you; fold in center from you; then, without moving the position of the paper, fold to the right one-third of the sheet, and to the left another third. Lifting the folded paper toward you, and elevating the nearest end, the indorsement fold is in front.

To fold a Demy sheet [16 by 20 $\frac{1}{2}$]: Lay the paper face up, lengthwise from you; fold in center from you; then, without moving the position of the paper, fold in center toward the left; then one-third fold from you, and another third toward you. Taking the folded paper in left hand, and turning it from you, the indorsement fold is in front, top up.

Double-Demy [20 $\frac{1}{2}$ by 32] is folded in a similar way to Demy.

A sheet larger than Double-Demy should never be used. If more space is needed than is afforded by that size, two or more sheets [first and continuation] of one of the standard sizes should be used.

When a document is composed of several sheets, as is often the case with pay rolls and abstracts, each sheet should be folded separately, all to be numbered consecutively.

BLANK RECORD BOOKS.

Directions for making blank books will appear in detail on the copy, and must specify—1. The number of leaves or openings required. 2. Size of paper. 3. The style of binding desired, i. e., whether *Russia ends and bands; †half Russia, patent back; ‡half Russia, cloth sides; †half Russia, plain, or

*Suitable for books of 250 leaves or more.

†Suitable for books of from 175 to 250 leaves.

‡Suitable for books of from 88 to 175 leaves.

* board covers, cut flush. 4. Specific instructions for titling, paging, indexing, tagging, canvas covering, etc. Directions for making books of an entirely new form must appear both on the requisition and copy.

Blank books must conform as nearly as practicable to the following standard sizes of paper (or fractional division thereof): 14 by 17 inches; 17 by 28 inches; 16 by 21 inches; 21 by 32 inches; 18 by 23 inches; 19 by 24 inches; 20 by 28 inches; 23 by 31 inches.

Each blank book must have printed, on the back or side, its title, the serial number of the volume, the name of the division and office in which it is to be used, and the name of the Department; and, whenever practicable, the heading of each page will distinctly show the character of the transactions to be entered, and the subheadings of columns should be sufficiently full to clearly indicate their purpose. The form number will also appear in the upper left-hand corner of each page of book.

To avoid the mutilation of record books, loose sheets of each form should be kept on hand, to be used as printer's copy when ordering new supplies.

BINDING OF PRINTED BOOKS, PAMPHLETS, AND DOCUMENTS.

Printed books, pamphlets, and documents can, under the law, be bound only in cloth or sheep. When sheep binding is deemed necessary, the particular style desired should be specified *on the requisition*, i. e., either full sheep (light or dark), half sheep (light or dark), cloth sides, or half sheep (light or dark), paper sides. Directions for titling should accompany the material to be bound; and when it is desired to have lettering, etc., agree with the previous volumes of a series, a sample copy should be sent with the material.

REQUISITIONS.

(a) No requisition shall be made for more than one form.

(b) At least a year's supply of regular or standard forms should be ordered at a time.

(c) Blank books should be ordered at least four months, and blank forms, official paper and envelopes two months before being needed for use.

(d) Requisitions for official paper and envelopes should be made to cover stated periods, and should be drawn at least two months prior to being needed for use.

(e) No requisition will be advanced out of its regular order, except in case of absolute and unavoidable necessity.

(f) A record (press-copy or other) of requisitions should be kept in each office of the Department and division of the Secretary's Office.

(g) Requisitions must be for either printing, ruling, or binding, as the Public Printer will not furnish plain blank paper.

(h) Copy must invariably accompany the requisition and should be attached thereto—requisition on top. Making a requisition for a certain form of book or blank, and referring to an order for work of a similar style made weeks or months previously, is liable to lead to mistakes and delays, and such requests will not be entertained by the Public Printer.

(i) All instructions in regard to work must be clearly and plainly written on the copy, as well as on the requisition. Where no changes are to be made it will only be necessary to write "Follow copy."

(j) Requisitions for work containing illustrations should state whether or not it is desired that the Public Printer should furnish the illustrations. Give number of illustrations, and if it is necessary to reduce, give the necessary instructions on the margin of each illustration. In ordering illustrations, make size as near uniform as possible, so as to accommodate size of paper, etc.

(k) When it is desired that a form be printed in other than ordinary black ink, the particular color or kind should be specified on the copy.

* Suitable for books of less than 88 leaves, which are not subjected to much handling.

PRINTER'S PROOFS.

Proofs should be promptly and carefully read upon receipt, and then returned to the Division of Stationery, Printing, and Blanks, *in the envelopes or jackets in which they were received from the printer.* Original copy must accompany returned proof.

INQUIRIES CONCERNING THE PROGRESS OF WORK

On requisitions should be made to the Chief of the Division of Stationery, Printing, and Blanks—not to the Public Printer.

COMPETENT PERSONS TO PREPARE COPY.

In order that the foregoing regulations may be intelligently and efficiently carried out, it is hereby ordered that the head of each bureau or office of the Department, and the chief of each division of the Secretary's Office, designate a competent person, whose duty it shall be to attend to the ordering of all printing required by his office or division. The persons so designated (whose names shall be promptly sent to the Secretary, Division of Appointments) will be required to familiarize themselves with necessary technicalities connected with the preparation of printer's copy, and will be held to a strict accountability for the faithful performance of this duty. They shall (1) make out all requisitions for printing for the signature of the head of the office (chief of division in case of the Secretary's Office); (2) see that all copy accompanying requisitions is properly prepared and has the approval of the head of the office or division; (3) see that new blanks, when introduced, are of the official standard size; and (4) confer with the Chief of the Division of Stationery, Printing, and Blanks, Secretary's Office, upon all questions that may arise in connection with the printing and preparation of blank forms.

The Chief of the Division of Stationery, Printing, and Blanks, Secretary's Office, is directed to see that the requirements of this circular are strictly complied with.

J. G. CARLISLE,

Secretary.

TRANSMISSION OF GOVERNMENT MESSAGES OVER BOND-AIDED OR SUBSIDIZED
TELEGRAPH LINES.

1896.
Department Circular No. 27.

Treasury Department,

OFFICE OF COMPTROLLER OF THE TREASURY,

Washington, D. C., February 17, 1896.

To Disbursing Officers and other Officers and Agents of the Government:

The observance and enforcement of the following regulations will hereafter be required of the disbursing officers and other officers and agents of the Government. A strict compliance therewith will obviate the necessity of disallowances and suspensions in the settlement of their accounts:

1. The statutes of the United States require that the compensation for messages sent at Government expense over telegraph lines constructed in connection with Pacific railroads, to which bonds have been issued by the United States in aid of their construction, shall be withheld by the Secretary of the Treasury and applied in payment of the subsidy bonds and interest. In order that these provisions of law may be complied with, the accounts of the respective telegraph companies for Government messages sent over bond-aided or subsidized lines must be transmitted to the Treasury Department for settlement, and not be paid by disbursing officers or by any other officers or agents of the Government.

2. Officers or agents of the Government, in sending messages on Government business, are instructed to use the bond-aided or subsidized telegraph lines, whenever practicable to do so, in preference to other lines which are not subject to the same conditions.

3. Messages originating on a bond-aided line and directed to a point on a bond-aided line must be sent over the aided line or lines.

4. Messages originating on a bond-aided line and directed to a point near an aided line should be sent over the aided line in cases where the larger part of the service would be over aided lines.

5. Messages originally filed with a nonaided company which has a through line to the point of destination may be transmitted to destination without transfer to any other line. If the company has no through line and transfer is necessary, the transfer must be to a bond-aided line whenever practicable, and at the nearest point of contact with the aided line. In such cases the officer sending the message must indorse thereon the request that it be sent over the bond-aided line; but a failure to make such indorsement shall not be construed as giving the company the right of selection and discrimination against bond-aided lines.

6. When a message is filed with a bond-aided company, whose operator is also serving a nonaided company, the message must be written on a blank furnished by the former company.

7. Where the entire service is over bond-aided or subsidized telegraph lines no payment to the telegraph companies must be made by the officer or agent of the Government who sends the message or by any disbursing officer. In such case the officer or agent sending the message is not charged with any duty respecting the payment thereof, except to inform the agent or operator of the telegraph company who receives the message that it is the duty of the company under the law to transmit the same, and to

present its account therefor to the proper Department of the Government, to be approved by the head of such Department, under the proper appropriation, and forwarded to the accounting officers of the Treasury for settlement in accordance with the requirements of the law. Such accounts should be forwarded by the respective telegraph companies, through their usual channels, to that Department of the Government with which the officers or agents sending the respective messages are connected. For example: An account for messages sent by officers of the Interior Department should be transmitted to that Department, to be approved and forwarded to the accounting officers of the Treasury for settlement; an account for messages sent by officers of the Department of Justice should be forwarded in like manner to that Department, or an account for messages sent by officers of the Treasury Department should be transmitted to the Secretary of the Treasury.

8. Where the service is continuous and entire over lines partly subsidized and partly not, or over connecting lines one of which is subsidized and the other not, but one account for the entire service should be rendered by the telegraph company which receives and transmits the message, showing the respective amounts claimed for aided and nonaided service. Such account is not to be paid by any disbursing officer or by the officer or agent sending the message, but must be forwarded by the telegraph company to the proper Department of the Government in the manner already indicated, and in the settlement thereof by the accounting officers, the amount found due and payable in money for nonaided service will be certified for payment to the telegraph company, and the amount found due for service over the bond-aided lines will be applied as required by law.

9. Whenever practicable prepayment should not be made on messages sent to and from Washington, D. C., but accounts for the same should be sent through the proper channels to the Treasury Department for payment; provided that this shall not apply to officers required to pay the expense of telegraphing from the emoluments of their offices.

For the information and guidance of all concerned is subjoined a list descriptive of the bonded Pacific railroads in connection with which bond-aided or subsidized telegraph lines have been constructed, and a reference to the several acts of Congress relating thereto.

R. B. BOWLER,
Comptroller.

APPROVED:

J. G. CARLISLE,
Secretary of the Treasury.

List of bonded Pacific railroads in connection with which subsidized telegraph lines have been constructed.

	<i>Miles.</i>
UNION PACIFIC RAILWAY.—From Bridge Junction, Omaha, Nebr., to Utah Central Crossing, Ogden, Utah.....	1,029.49
UNION PACIFIC RAILWAY (Kansas Division).—From Kansas City, Mo., to a point on the railroad between Monument and Gopher Stations.....	393.94
CENTRAL PACIFIC RAILROAD (operated by Southern Pacific Company).—	
From Ogden Station, Ogden, Utah, to Sacramento, Cal.....	742.61
From Brighton, Cal., to Niles, Cal.....	103.83
From Niles, Cal., to San Jose, Cal.....	17.54
SIoux CITY AND PACIFIC RAILROAD.—From Sioux City, Iowa, via California Junction, to Fremont, Nebr.....	101.77
MISSOURI PACIFIC RAILWAY COMPANY (Central Branch Union Pacific Railroad).—From Atchison, Kans., to Waterville, Kans.....	100.00

ACTS OF CONGRESS RELATING TO BOND-AIDED PACIFIC RAILROADS.

Act July 1, 1862, 12 Stats., 489.

Act July 2, 1864, 13 Stats., 356.

Act March 3, 1865, 13 Stats., 504.

Joint resolution May 7, 1866, 14 Stats., 355.

Joint resolution May 21, 1866, 14 Stats., 356.

Act July 3, 1866, 14 Stats., 79.

Joint resolution July 26, 1866, 14 Stats., 367.

Act March 6, 1868, 15 Stats., 39.

Act March 3, 1869, 15 Stats., 324.

Joint resolution March 3, 1869, 15 Stats., 348.

Joint resolution April 10, 1869, 16 Stats., 56.

Act May 6, 1870, 16 Stats., 121.

Act March 3, 1873, 17 Stats., 508.

Act June 20, 1874, 18 Stats., 111.

Act May 7, 1878, 20 Stats., 56.

Act March 3, 1879, 20 Stats., 420.

Act August 7, 1888, 25 Stats., 382.

*Note provisions of this Circular as ^{no} more telegraph
bills will be allowed in your accounts.*

REQUISITIONS FOR PRINTING AND BINDING.

1896.

Department Circular No. 151.

Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., October 31, 1896.

*Heads of Bureaus, Treasury Department,
and Chiefs of Divisions, Secretary's Office:*

Your attention is specially called to the appended circular of the Public Printer, the objects of which are to facilitate the prompt, orderly, and satisfactory execution of work at the Government Printing Office, and to advance the interests of economy in the expenditure of appropriations for public printing and binding. The persons in the several bureaus of the Department and divisions of the Secretary's Office who have been designated under the provisions of Department Circular No. 95, of 1894, to make requisitions and see to the proper preparation of printer's copy, are hereby directed to observe and carefully carry out these instructions of the Public Printer.

W. E. CURTIS,

Acting Secretary.

OFFICE OF THE PUBLIC PRINTER,

Washington, D. C., October 24, 1896.

To enable the mechanical divisions of this office to do their work economically and promptly, to prevent costly corrections, and to facilitate the best typographical results, the officers having charge of requisitions for printing and binding in the different Departments are requested to give careful attention to filling out of requisition blanks.

This office will, hereafter, require instructions to be given on the requisition (not on copy or proof), details should be explicit and free from misconstruction.

You are requested to read carefully the following paragraphs, which are embodied in requisition blanks, and see that the requisition contains the necessary instructions for the particular class of work which it is drawn:

BLANKS.

Kind of type.—Roman, script, etc.

Proof.—Yes or no.

Electrotyped.—Yes or no. (All permanent forms should be electrotyped.)

Paper.—White or colored (light or dark).

Size, in inches.—All blanks should conform to standard sizes of paper or multiples thereof, as—

* Cap.....	14 by 17 inches.	Double folio.....	22 by 34 inches.
* Double cap.....	17 by 28 inches.	Medium	18 by 23 inches.
* Demy.....	16 by 21 inches.	Royal.....	19 by 24 inches.
* Double demy.....	21 by 32 inches.	Super royal	20 by 28 inches.
Folio.....	17 by 22 inches.	Imperial	23 by 31 inches.

[* NOTE.—Treasury Department Circular No. 95, dated August 15, 1894, adopted cap (14 by 17) and demy (16 by 21), or their multiples, as the standard sizes for blank forms going into the files, and these sizes must be used as far as practicable.]

Ink.—Black, blue, red, green, etc.; if copying, color must always be stated.

Ruling.—Yes or no.

Perforated.—Yes or no.

Numbered.—Yes or no, from — to —.

Tablets.—Yes or no. (State number sheets each, strawboard or manila-board backs.)

Gummed.—Yes or no; if jacket form—seal—yes or no.

Fold.—Yes or no, once, twice, etc., to certain size, in 3's, 4's, 5's, 6's, etc., jacket form.

Stitched.—Yes or no.

Sewed.—Yes or no.

Deliver.—where.

BOOKS AND PAMPHLETS.

Kind of type.—Long primer, brevier, nonpareil.

Size of page covered by type.

Size of book.—4°, 8°, 12°, 16°.

Proof.—Yes or no.

Electrotyped.—Yes or no.

Paper.

Stitched or sewed.

Trimmed.—Yes or no.

Cover.—Yes or no. If yes, state color—dark blue, light blue, brown, tea, granite, terra cotta, quaker drab, robin's egg or assorted.

Binding.—Cloth (black, red, green, blue, brown, etc., light or dark), sheep, roan, morocco; full, half; black, blue, red, etc.; sides—cloth, comb paper, etc.

Lettered.—Side or back.

Illustrations.

Deliver—where.

RECORD BOOKS.

Size of leaf (in inches).

Number of leaves.

Paper.—White, blue; light or dark, etc.; heavy or light.

Paged.—Yes or no.

Canvas cover.—Yes or no.

Style of binding.—Russia ends and bands, half russia, or half russia plain, full russia extra, full russia plain.

Patent back.—Yes or no.

Philadelphia patent back.—Yes or no.

Index.—Yes or no.

Tags.—Yes or no; loose or inserted.

Back title.—Yes or no.

Side title.—Yes or no; morocco or paper.

Deliver—where.

If, after work is under way, changes from original instructions are desired to be made, they should be stated in writing and addressed to the Public Printer. Instructions given verbally or by telephone will not be entertained.

Where uniformity with issues of previous volumes, pamphlets, or blank books is desired, a sample copy must accompany the requisition.

The act providing for the public printing and binding gives the Public Printer authority to determine the "forms and style in which the printing or binding ordered by any of the Departments shall be executed," as well as the "materials and kind of type to be used."

Due regard will be given, however, to the wishes of the proper representatives of Departments ordering work. **THEY DO NOT CONFLICT WITH PROPER ECONOMY AND WORKMANSHIP.**

A separate requisition must be made with each order. This will save time, trouble, etc., as well as diminish the chance of making errors. It is not necessary, however, to make separate requisition for printing and binding when books are ordered.

This office is not authorized to furnish blank paper, and all requisitions must be for printing or binding. Under the law all books must be bound in plain sheep or cloth, except that record and account books may be bound in russia leather, sheep fleshers, and skivers, when authorized by the head of a Department. The libraries of the several Departments, the Library of Congress, the libraries of the Surgeon General's Office, the Patent Office, and the Naval Observatory have books for the exclusive use of said libraries bound in half turkey, or material no more expensive.

Copy must invariably accompany the requisition and should be attached thereto—requisition on top. Making a requisition for a certain form of book, and referring to an order for work of a similar style made weeks or months previously, is liable to mistakes and delays, and such requests will not be entertained by this office. Material accompanying a requisition always have the number of the requisition on the outside of the wrapper.

Requisitions requesting a messenger for instructions concerning binding must state name of officer upon whom the messenger should call, number of room, etc.

Proof of new forms will always be sent, unless otherwise requested. The original copy must be returned with the proof if the work is delayed and errors are liable to occur.

All inquiries in regard to the progress of work should be made by the officer having charge of the printing and binding for each Department, and be addressed to Chief Clerk, Government Printing Office, by letter or telegram. Always give the number of requisition.

Requisitions for work containing illustrations should state whether or not it is desired that this office should furnish illustrations. Give number of illustrations, and if it is necessary to reduce, give the necessary instructions on the margin of illustration. In ordering illustrations, make size as near uniform as possible, so as to accommodate size of paper, etc.

Work is made "special" by the indorsement of the Chief Clerk, and REQUESTS OF THIS CHARACTER SHOULD ONLY BE MADE WHEN ACTUALLY NECESSARY. All "special" requests should be by letter or Government telegraph line, giving when wanted and name of officer making the request, and the reason for desiring the work to be made "special" should be plainly stated.

Copy should be carefully prepared and edited previous to being sent to this office, and not in the proof stage, saving much time in the execution of the work and unnecessary charges against Department allotments.

TH. E. BENEDICT,
Public Printer

FORM AND REGULATIONS FOR RENDERING ACCOUNTS FOR SALES OF OLD
MATERIALS, ETC.

1897.
Department Circular No. 6.

Treasury Department,

OFFICE OF

COMPTROLLER OF THE TREASURY,

Washington, D. C., January 9, 1897.

To Disbursing and Other Officers:

The following form and regulations are hereby prescribed for keeping and rendering accounts for the sales of old materials, condemned stores, supplies, or other public property of any kind, and a substantial compliance therewith is enjoined upon all officers whose duty it may be to make sales and render accounts for the proceeds.

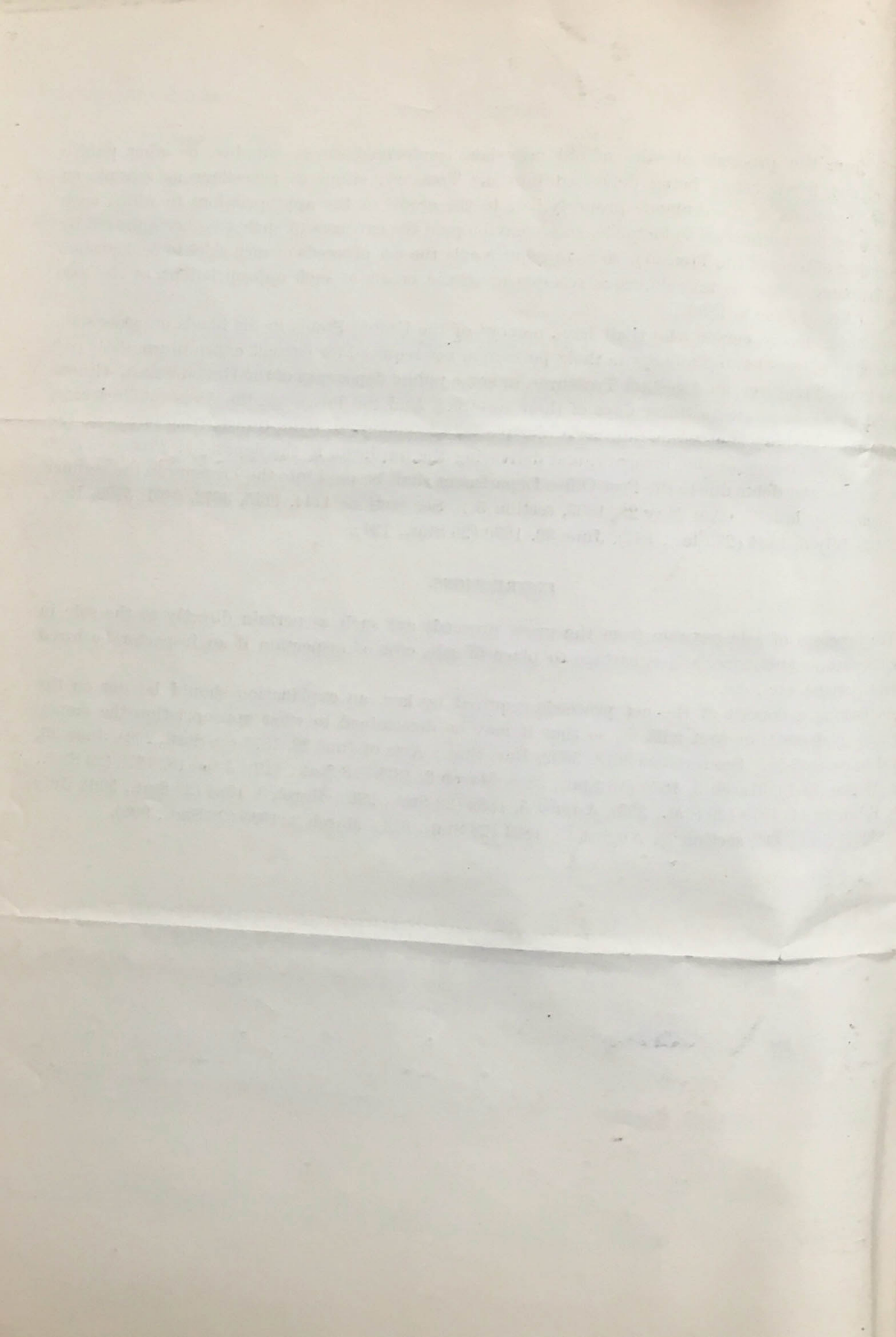
R. B. BOWLER,

Comptroller.

APPROVED:

J. G. CARLISLE,

Secretary.



1893.
Department Circular No. 88.
Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., June 7, 1893.

To Employees of the Treasury Department and Others.

The following instructions, for the information and guidance of all the officials of this Department and the offices under its control, in regard to the size, preparation, initialing, folding, indorsing, referring, superimposing, transmitting, and addressing official communications are hereby promulgated in lieu of those issued May 26, 1881 :

1. The standard letter sheet shall be as nearly as possible 8×10 inches in size. The standard legal cap or foolscap sheet shall be as nearly as possible $8 \times 12\frac{1}{2}$ inches in size.
2. The standard authorities on spelling shall be, in the order named, Webster's Dictionary, the Decisions of the United States Board on Geographic Names, and the United States Postal Guide.
3. Every communication received calling for information shall be answered, unless the sender of it has been otherwise formally notified of its receipt and disposal.
4. Every communication prepared shall be paged and shall be formulated in the following manner:
The Department or Office where written.
The place where written.
The date when written.

The name of the person or office addressed.

The title, if any, of the person addressed.

The residence of the person addressed.

Sir (or Madam):

The subject-matter.

Respectfully, yours (or submitted).

The signature of the writer.

His official title, if any.

5. No blank sheet shall be attached or filed with any letter, report, or paper.
6. There shall be placed on all communications the initials of the principal officer of the division, bureau, or office in which such communications are written.
7. The initials found on any letter, report, or paper shall be referred to in the answer to it.
8. All papers shall be so folded, from the bottom to the top of the page, as to conform as nearly as possible to the standard size, which is $3\frac{1}{4}$ inches in width by 8 inches in length.
9. The first indorsement upon any communication shall commence 1 inch from the top, writing from the free edge of the fold, and shall be formulated as follows:
The Department or office where the communication was written.
The place where the communication was written.
The date when the communication was written.
The name of the writer.
Title of the office or officer.

A brief of the subject-matter, showing all the separate parts and the names of persons and firms referred to. (See form on the back of these instructions.)

10. Indorsements shall be placed in regular sequence or chronological order.
11. The receiving-date stamp or mark of any office, bureau, or division shall be placed immediately following the last indorsement, reference, or stamp, and must not be superimposed upon it.
12. A reference shall follow the matter immediately preceding it, but if it be necessary to carry it to the next side of the fold, the word "over" must be placed at the bottom of the last.
13. No paper shall be attached in any way for additional indorsement or reference until the whole back of the letter sheet is covered, and then, if necessary, a sheet $3\frac{1}{4} \times 8$ inches, with a flap for attachment, may be fastened in such manner as not to cover a previous indorsement, reference, or date.
14. In forwarding reports, accounts, certificates of deposit, or papers of like character, no letter of transmittal shall be sent, unless it contains additional information or explanation.

J. G. CARLISLE,

Secretary.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., June 7, 1893.

HON. J. G. CARLISLE,

Secretary

Instructions for the information and guidance of all the officials of the Treasury Department, and the offices under its control, in regard to the size, preparation, initialing, folding, indorsing, referring, superimposing, transmitting, and addressing official communications.

GOVERNMENT RATES FOR TELEGRAPHING.

1897.
Department Circular No. 132.
Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., August 28, 1897.

The following communication from the Postmaster-General, prescribing rates to be paid by the Government for telegraphing for the fiscal year ending June 30, 1898, is hereby published for the information of officers of the Treasury Department and others whom it may concern. Officers of this Department are specially informed that no charge in excess of these rates will be allowed by the accounting officers.

The Department and office should be designated upon all official telegrams sent.

L. J. GAGE,

Secretary.

RATES OF PAY FOR COMMUNICATIONS BY TELEGRAPH.

POST-OFFICE DEPARTMENT,
WASHINGTON, D. C., *July 28, 1897.*

ORDER NO. 463.

Pursuant to the authority vested in the Postmaster-General by the Act of Congress entitled "An Act to aid in the construction of telegraph lines, and to secure to the Government the use of the same for postal, military, and other purposes," approved July 24, 1866, and by the Revised Statutes of the United States, Title LXV, I hereby fix the rates at which such communications as the said Statutes prescribe (not including those passing over circuits established by the chief of the Weather Bureau, Department of Agriculture) shall be sent during the fiscal year beginning July 1, 1897, and terminating June 30, 1898, by the several companies within the effect of said Statutes, as follows:

For day messages containing not more than twenty (20) words, exclusive of place from and date, twenty (20) cents, not exceeding one thousand (1,000) miles, and one cent for each additional word. One quarter of this rate to be added for each five hundred (500) miles, or fraction thereof, but no rate on a message of twenty (20) words to be more than forty (40) cents, nor on an additional word more than (2) cents. The rate between all points in any State, Territory, or the District of Columbia shall be twenty (20) cents for twenty (20) words, and one cent for each additional word.

In cases where the price of a message, determined as herein provided, shall include a fraction of a cent, such fraction, if less than one-half, is to be disregarded; if one half or more, it is to be counted as one cent.

For night messages not exceeding twenty (20) words, exclusive of place from and date, fifteen (15) cents for any distance within two thousand (2,000) miles, and for greater distances twenty-five (25) cents; in each case one cent for each additional word.

Instead of computing the actual distances of transmission, the distance for payment shall in all cases be taken absolutely to be the number of miles between the capital of the State or Territory, or from the

city of Washington, if from within the District of Columbia, from within which (whatever the place) the message is sent, and the capital of the State or Territory, or the city of Washington, if within the District of Columbia, within which (whatever the place) the message is received, as shown in the accompanying table, wherein such distances are given as computed upon the shortest practicable route between such capitals, and which is to be taken as part of this order.

But it is provided that if, on the 1st day of July, 1897, or at any time during the ensuing year, any such company shall charge the public for a message of ten words or less, exclusive of the date, address, and signature, a less rate than is herein fixed for twenty words, exclusive of place from and date, the rates here prescribed shall, as to such company, thenceforth during the year be reduced to the rates so charged to the public.

The Statutes provide that telegrams between the several Departments of the Government and their officers and agents, in their transmission over the lines of any such company, shall have priority over all other business. All officers of the United States sending such telegrams should indorse thereon the words "Official business," and should report to the Postmaster-General any failure to transmit them in such priority, and any charge made in excess of the rates above prescribed.

Each company will be allowed to charge for messages received from another line at the same rate as if received from the Government direct, at the point of transfer for transmission over its own line.

JAS. A. GARY,
Postmaster-General.

Telegraph Companies which have accepted the conditions of the Act of July 24, 1866, and which are subject to the Provisions of the Order of the Postmaster-General fixing Government Rates.

The following is a list of telegraph companies that have filed acceptance of the provisions of the Act of July 24, 1866, up to the present date:

1. The American Submarine Telegraph Company of New York, N. Y. Received and filed July 24, 1866.
2. The National Telegraph Company of New York, N. Y. Received and filed July 30, 1866.
3. The Globe Insulated Lines Telegraph Company of New York, N. Y. Received and filed July 31, 1866.
4. International Telegraph Company of Portland, Me. Received and filed October 6, 1866.
5. The Atlantic and Pacific Telegraph Company of New York, N. Y. Received and filed March 19, 1867.
6. The Franco-American Land and Ocean Telegraph Company of New York, N. Y. Received and filed April 6, 1867.
7. The Globe Telegraph Company of New York. Received and filed May 30, 1867.
8. Mississippi Valley National Telegraph Company of St. Louis, Mo. Received and filed June 4, 1867.
9. Western Union Telegraph Company of New York. Received and filed June 8, 1867.
10. Northwestern Telegraph Company of Kenosha, Wis. Received and filed July 30, 1867.
11. Great Western Telegraph Company of New York. Received and filed January 17, 1868.
12. The Franklin Telegraph Company of Boston, Mass. Received and filed April 17, 1868.
13. The Insulated Lines Telegraph Company of Boston, Mass. Received and filed April 13, 1868.
14. Pacific and Atlantic Telegraph Company of Pittsburg, Pa. Received and filed July 22, 1868.
15. The Atlantic and Pacific States Telegraph Company of Sacramento, Cal. Received and filed September 7, 1868.
16. The Eastern Telegraph Company of Philadelphia, Pa. Received and filed October 5, 1868.
17. The Delaware River Telegraph Company of Philadelphia, Pa. Received and filed October 23, 1868.
18. Cape May and Shore Telegraph Company of New York City. Received and filed April 2, 1869.
19. Peninsula Telegraph Company of New York City. Received and filed May 9, 1869.
20. Ocean Telegraph Company of Boston, Mass. Received and filed July 15, 1869.
21. The American Cable Company of New York. Received and filed April 15, 1870.
22. Southern and Atlantic Telegraph Company of Philadelphia, Pa. Received and filed July 22, 1870.
23. International Ocean Telegraph Company of New York City. Received and filed January 20, 1871.
24. Missouri River Telegraph Company of Sioux City, Iowa. Received and filed May 3, 1871.
25. The Marine and Inland Telegraph Company of New Jersey, 715 Locust street, Philadelphia, Pa. Received and filed November 27, 1872.
26. Atlantic and Pacific Telegraph Company of Missouri. Executive Office, 145 Broadway, New York City. Received and filed May 8, 1877.
27. New Jersey and New England Telegraph Company. Received and filed November 21, 1878. Address A. L. Worthington, No. 10 Green street, Trenton, N. J.

28. The American Rapid Telegraph Company, 41 Wall street, New York. Received and filed April 12, 1879. Special rates received and filed April 1, 1881.
29. Central Union Telegraph Company, 145 Broadway, New York. Received and filed May 9, 1879.
30. New York Land and Ocean Telegraph Company. Received and filed May 10, 1879.
31. Deseret Telegraph Company, Salt Lake City, Utah. Received and filed May 19, 1879.
32. American Union Telegraph Company of New York, 145 Broadway, New York. Received and filed July 1, 1879.
33. The American Union Telegraph Company of Missouri, Chas. S. Greeley, President, St. Louis, Mo. Received and filed July 9, 1879.
34. Wabash Railway Company, Cyrus W. Field, President, New York. Received and filed July 11, 1879.
35. The American Union Telegraph Company of New Jersey, D. H. Bates, President, Jersey City, N. J. Received and filed July 17, 1879.
36. The Baltimore and Ohio Railroad Company of Maryland, John W. Garrett, President, Baltimore, Md. Received and filed July 18, 1879.
37. The American Union Telegraph Company of Baltimore City, Md. Received and filed July 31, 1879.
38. The Deer Lodge Telegraph Company of Butte City, Mont. Received and filed August 30, 1879.
39. The American Union Telegraph Company of Pennsylvania, D. H. Bates, President, Philadelphia. Received and filed September 4, 1879.
40. The American Union Telegraph Company of Indiana, La Fayette, Ind. Received and filed September 12, 1879.
41. The Cheyenne and Black Hills Telegraph Company, W. H. Hibbard, Superintendent, Cheyenne, Wyo. Received and filed November 7, 1879.
42. The American Union Telegraph Company of Ohio, Frank B. Swayne, President, Toledo, Ohio. Received and filed November 8, 1879.
43. The American Union Telegraph Company of Louisiana, Ed. Leloup, Secretary, New Orleans, La. Received and filed March 1, 1880.
44. Baltimore and Ohio Telegraph Company of Ohio, Geo. Hoadley, President, Cincinnati, Ohio. Received and filed September 3, 1880.
45. The Wabash, St. Louis and Pacific Railway Company of St. Louis, Mo., Solon Humphreys, President, No. 80, Broadway, New York. Received and filed September 13, 1880.
46. Baltimore and Ohio Telegraph Company of Illinois, C. H. Hudson, President, No. 81 South Clark street, Chicago, Ill. Received and filed September 23, 1880.
47. Frontier Telegraph Company of Texas, G. O. Appleby, President, Lampasas, Tex. Received and filed October 25, 1880.
48. Bankers' and Merchants' Telegraph Company of New Jersey, J. Heron Crosman, President, No. 58 Broadway, New York, N. Y. Received and filed April 21, 1881.
49. Bankers' and Merchants' Telegraph Company of New York, Wm. W. Maris, President, No. 58 Broadway, New York, N. Y. Received and filed June 8, 1881.
50. Mutual Union Telegraph Company of Illinois, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed October 24, 1881.
51. Mutual Union Telegraph Company of Missouri, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed November 14, 1881.
52. New Jersey Mutual Telegraph Company, Jno. H. Walker, Secretary, Newark, N. J. Received and filed November 17, 1881.
53. Bankers' and Merchants' Telegraph Company, Wm. W. Maris, President, 58 Broadway, New York. Received and filed December 8, 1881.
54. The Baltimore and Ohio Telegraph Company, Welty McCullogh, Secretary, Pittsburg, Pa. Received and filed March 6, 1882.
55. East Tennessee Telephone Company, D. I. Carson, Secretary, New York. Received and filed May 31, 1882.
56. Southern Telegraph Company, James F. Cox, President, 48 Exchange Place, New York. Received and filed August 4, 1882.
57. Postal Telegraph Company, A. W. Beard, President, 2 Wall street, New York. Received and filed August 31, 1882.
58. Bankers' and Merchants' Telegraph Company of Baltimore City, J. G. Case, Secretary, 58 Broadway, New York. Received and filed December 14, 1882.
59. Mutual Union Telegraph Company of New York, John G. Moore, President, New York, N. Y. Received and filed March 5, 1883.
60. The Baltimore and Ohio Telegraph Company in Pennsylvania, J. B. Washington, Secretary, Pittsburg, Pa. Received and filed March 17, 1883.

61. The Baltimore and Ohio Telegraph Company of Indiana, Geo. P. Frick, President; Dan'l T. Downey, Secretary, Baltimore, Md. Received and filed July 17, 1883.
62. The Baltimore and Ohio Telegraph Company of the State of New York, Geo. P. Frick, President; Edward R. Golliday, Secretary, Baltimore, Md. Received and filed July 17, 1883.
63. The Northern and Southern Telegraph Company, corner State and Bridge streets, New York City, John F. Davis, President; Wm. H. Harfield, Secretary. Received and filed September 28, 1883.
64. Baltimore and Ohio Telegraph Company of New Jersey, Geo. P. Frick, President; Edward R. Golliday, Secretary, Trenton, N. J. Received and filed November 7, 1883.
65. National Telegraph Company of New York, Calvin S. Brice, President, New York, N. Y.; F. E. Worcester, Secretary. Received and filed January 31, 1884.
66. Philadelphia and Seaboard Telegraph Company of New Jersey, Milton Cowperthwaite, Secretary, Camden, N. J. Received and filed February 23, 1884.
67. Providence and Pascoag Telegraph Company of Rhode Island, D. H. Bates, President, New York; F. Jessen, Secretary. Received and filed July 10, 1884.
68. Baltimore and Ohio Telegraph Company of Missouri, Geo. P. Frick, President, Baltimore, Md. Received and filed July 18, 1884.
69. Baltimore and Ohio Telegraph Company of Louisiana, D. H. Bates, President, Baltimore, Md. Received and filed July 25, 1884.
70. The New England Telegraph Company, F. A. McKeone, President, New York. Received and filed July 26, 1884.
71. The Baltimore and Ohio Telegraph Company of Texas, D. H. Bates, President, New York. Received and filed August 13, 1884.
72. The New England Telegraph Company of Massachusetts, Dan. S. Robeson, New York, Vice-President. Received and filed September 5, 1884.
73. The Chesapeake and Ohio Telegraph Lines, C. W. Smith, General Manager, Richmond, Va. Received and filed September 29, 1884.
74. The Baltimore and Ohio Telegraph Company of Massachusetts, D. H. Bates, President, Boston, Mass. Received and filed December 15, 1884.
75. The Postal Telegraph and Cable Company, Henry Rosener, 2d Vice-President, New York. Received and filed January 29, 1885.
76. The Pacific Telegraph Company, Geo. H. Myers, Secretary, Kansas City, Mo. Received and filed July 27, 1885.
77. The Baltimore and Ohio Telegraph Company of Baltimore County, Maryland, D. H. Bates, President, Baltimore, Md. Received and filed February 20, 1886.
78. Postal Telegraph Cable Company, Jas. H. Withington, President, New York. Received and filed April 6, 1886.
79. The North American Telegraph Company, W. H. Eustis, Secretary, Minneapolis, Minn. Received and filed April 22, 1886.
80. The San Juan Telegraph Company, W. E. Block, Secretary, Ouray, Colo. Received and filed June 9, 1886.
81. Pacific Postal Telegraph-Cable Company, Henry Rosener, President, New York, N. Y. Received and filed July 20, 1886.
82. The Baltimore and Ohio Telegraph Company of Pennsylvania, R. Duryea, Secretary, Baltimore, Md. Received and filed September 11, 1886.
83. The Manhattan Railway Company, D. W. McWilliams, Secretary, New York, N. Y. Received and filed October 6, 1886.
84. The Pacific Mutual Telegraph Company, George M. Myers, Secretary, Rosedale, Kans. Received and filed February 24, 1887.
85. The Empire and Bay State Telegraph Company, Henry Macdona, Secretary, New York, N. Y. Received and filed July 12, 1887.
86. The Spokane Falls and Wardner Telephone-Telegraph Lines, W. S. Norman, Owner, Spokane, Wash. Received and filed August 17, 1887.
87. The Rocky Mountain Telegraph Company, W. M. Cairns, General Manager, Butte, Mont. Received and filed August 18, 1887.
88. The Central Arizona Telegraph Company, L. H. Wilson, President, Prescott, Ariz. Received and filed October 6, 1887.
89. W. S. Norman's U. S. Military Telegraph Line. Between Fort Cœur d'Alene and Spokane Falls. W. S. Norman, Spokane, Wash. Received and filed October 13, 1887.
90. The Wyoming Inland Telegraph Company, F. B. Proctor, Secretary, Buffalo, Wyo. Received and filed October 19, 1887.

91. The Chicago Postal Telegraph Company, Marcus Pollasky, President, Chicago, Ill. Received and filed January 3, 1888.
92. The Western Union Telegraph Company of Baltimore City, Richard J. Bloxham, President, Baltimore, Md. Received and filed January 7, 1889.
93. The Southern Bell Telephone and Telegraph Company, D. I. Carson, Secretary, 195 Broadway, New York. Received and filed February 18, 1889.
94. The Washington and Idaho Telegraph Company, E. B. Spencer, Secretary, Spokane, Wash. Received and filed May 11, 1889.
95. The Continental Telegraph Company, E. L. Martin, President, Kansas City, Mo. Received and filed May 27, 1889.
96. The Maryland Central Railway Company, C. F. Kerchner, Secretary, Baltimore, Md. Received and filed September 6, 1889.
97. The Edison Mutual Telegraph Company, Titus Sheared, President, Van Wert, Ohio. Received and filed November 11, 1889.
98. The Atlantic Postal Telegraph Cable Company, A. B. Chandler, President, 1 Broadway, New York, N. Y. Received and filed August 2, 1890.
99. The New York Submarine Cable and Telegraph Company, S. F. Austin, Secretary, Brooklyn, N. Y. Received and filed September 2, 1892.
100. New England Printing Telegraph Company, Charles O. Billings, President, Boston, Mass. Received and filed December 5, 1892.
101. Rocky Mountain Bell Telephone Company, Geo. Y. Wallace, President, Salt Lake City, Utah. Received and filed June 12, 1893.
102. Oregon Telegraph and Telephone Company, W. B. King, President, Portland, Oreg. Received and filed September 1, 1893.
103. Cie Française du Telegraphe de Paris à New York, M. LeFaivre, President. Received and filed October 11, 1893.
104. U. S. Postal Printing Telegraph Company, J. W. Rogers, President, Washington, D. C. Received and filed December 21, 1894.
105. The Board of Trade Telegraph Company, A. B. Chandler, President, New York, N. Y. Received and filed April 2, 1895.
106. The Electric News and Money Transfer Company, Allen Macdonell, President, Jersey City, N. J. Received and filed July 16, 1895.
107. The Western Telephone and Telegraph Company, Geo. W. Beers, President, Lima, Ohio. Received and filed November 25, 1895.
108. The Standard Telegraph and Telephone Company, James S. Clarkson, President, New York, N. Y. Received and filed January 4, 1896.
109. The New England Printing Telegraph Company of Massachusetts, J. R. Clark, Secretary, Boston, Mass. Received and filed February 12, 1896.
110. The Postal Telegraph Cable Company of Texas, Geo. B. Perham, Secretary and Treasurer, Lowell, Mass. Received and filed May 18, 1896.
111. The Postal Telegraph Cable Company of Arkansas, James Thorpe, Acting Secretary and Treasurer, Lowell, Mass. Received and filed May 28, 1896.
112. The Postal Telegraph Cable Company of Texas, George B. Perham, Secretary and Treasurer, Lowell, Mass. Received and filed May 28, 1896.
113. The Postal Telegraph Cable Company of Louisiana, J. H. McLeary, President, New Orleans, La. Received and filed June 11, 1896.
114. The Postal Telegraph Cable Company of Massachusetts, H. J. Pettengill, President, Boston, Mass. Received and filed September 11, 1896.
115. The Citizens Telephone Company of Pennsylvania, Frank E. Sherwood, President, Honesdale, Pa. Received and filed April 8, 1897.
116. The Carolina Mutual Telephone and Telegraph Company of Charleston, S. C., T. Moultrie Mordecai, Vice-President, Charleston, S. C. Received and filed June 7, 1897.
117. The Postal Telegraph Company of Illinois, Leander D. Parker, President, Chicago, Ill. Received and filed June 17, 1897.
118. The Southwestern Telegraph and Telephone Company of New York, George B. Perham, Secretary, Lowell, Mass. Received and filed July 17, 1897.
119. The Southwestern Telegraph and Telephone Company of Texas, Charles J. Gliddens, Secretary, Lowell, Mass. Received and filed July 17, 1897.
120. The Spokane and B. C. Telegraph and Telephone Company, R. M. White, Secretary, Meyers Falls, Wash. Received and filed July 19, 1897.

SCHEDULE OF RATES FOR GOVERNMENT TELEGRAMS

ON AND AFTER JULY 1, 1897.

NUMBER OF WORDS.	RATE FOR TWENTY WORDS AND MULTIPLES OF TWENTY, AND FOR WORDS ADDITIONAL TO TWENTY OR ANY MULTIPLE THEREOF.						
	DAY MESSAGES.					NIGHT MESSAGES.	
	1,000 MILES.	1,500 MILES.	2,000 MILES.	2,500 MILES.	3,000 MILES OR MORE.	2,000 MILES.	OVER 2,000 MILES.
20	\$0.20	\$0.25	\$0.30	\$0.35	\$0.40	\$0.15	\$0.25
40	.40	.50	.60	.70	.80	.35	.45
60	.60	.75	.90	1.05	1.20	.55	.65
80	.80	1.00	1.20	1.40	1.60	.75	.85
100	1.00	1.25	1.50	1.75	2.00	.95	1.05
200	2.00	2.50	3.00	3.50	4.00	1.95	2.05
300	3.00	3.75	4.50	5.25	6.00	2.95	3.05
400	4.00	5.00	6.00	7.00	8.00	3.95	4.05
500	5.00	6.25	7.50	8.75	10.00	4.95	5.05
1	.01	.01	.02	.02	.02	.01	.01
2	.02	.03	.03	.04	.04	.02	.02
3	.03	.04	.05	.05	.06	.03	.03
4	.04	.05	.06	.07	.08	.04	.04
5	.05	.06	.08	.09	.10	.05	.05
6	.06	.08	.09	.11	.12	.06	.06
7	.07	.09	.12	.12	.14	.07	.07
8	.08	.10	.14	.14	.16	.08	.08
9	.09	.11	.15	.16	.18	.09	.09
10	.10	.13	.17	.18	.20	.10	.10
11	.11	.14	.18	.19	.22	.11	.11
12	.12	.15	.20	.21	.24	.12	.12
13	.13	.16	.21	.23	.26	.13	.13
14	.14	.18	.23	.25	.28	.14	.14
15	.15	.19	.24	.26	.30	.15	.15
16	.16	.20	.26	.28	.32	.16	.16
17	.17	.21	.27	.30	.34	.17	.17
18	.18	.23	.29	.32	.36	.18	.18
19	.19	.24	.33	.36	.38	.19	.19

TABLE OF DISTANCES—BY CAPITALS.

Washington, D. C.	Albany, N. Y.	Annapolis, Md.	Atlanta, Ga.	Augusta, Me.	Austin, Tex.	Baton Rouge, La.	Bismarck, N. Dak.	Boise, Idaho.	Boston, Mass.	Carson City, Nev.	Charleston, W. Va.	Cheyenne, Wyo.	Columbia, S. C.	Columbus, Ohio.	Concord, N. H.	Denver, Colo.	Des Moines, Iowa.	Dover, Del.	Frankfort, Ky.	Guthrie, Okla.	Harrisburg, Pa.	Hartford, Conn.	Helena, Mont.	Indianapolis, Ind.	Jackson, Miss.	Jefferson City, Mo.	Lansing, Mich.	Lincoln, Nebr.	Little Rock, Ark.	Madison, Wis.	Montgomery, Ala.	Montpelier, Vt.	Nashville, Tenn.	Newport, R. I.	Olympia, Wash.	Phoenix, Ariz.	Pittsburgh, Pa.	Richmond, Va.	San Francisco, Cal.	St. Paul, Minn.	Salem, Ore.	Salt Lake City, Utah.	Santa Fe, N. Mex.	Springfield, Ill.	Tallahassee, Fla.	Tallahassee, Fla.	Topoka, Kans.	Trenton, N. J.				
0	373	42	649	615	1,556	1,179	1,610	2,600	444	2,898	386	1,763	490	487	491	1,748	1,113	138	604	1,466	125	341	2,295	643	1,011	1,019	661	1,285	1,064	910	824	535	770	415	3,110	2,472	1,594	259	116	3,022	1,172	3,104	2,104	2,006	805	1,319	872	1,204	169			
Albany, N. Y.	0	359	1,022	344	1,796	1,552	1,640	2,646	198	2,944	759	1,800	863	617	203	1,862	1,160	311	816	1,575	327	128	2,325	763	1,011	1,019	661	1,285	1,064	910	824	535	770	415	3,110	2,472	1,594	259	116	3,022	1,172	3,104	2,104	2,006	805	1,319	872	1,204	169			
Annapolis, Md.	359	0	691	601	1,598	1,221	1,652	2,642	430	2,940	428	1,805	832	529	477	1,700	1,155	124	846	1,508	111	327	2,337	768	1,011	1,019	661	1,285	1,064	910	824	535	770	415	3,110	2,472	1,594	259	116	3,022	1,172	3,104	2,104	2,006	805	1,319	872	1,204	169			
Atlanta, Ga.	1,022	691	0	1,264	972	584	1,570	2,377	1,093	2,675	567	1,540	238	596	1,140	1,505	930	787	854	1,508	111	327	2,337	768	1,011	1,019	661	1,285	1,064	910	824	535	770	415	3,110	2,472	1,594	259	116	3,022	1,172	3,104	2,104	2,006	805	1,319	872	1,204	169			
Augusta, Me.	344	601	1,264	0	2,137	1,794	1,779	2,987	171	3,285	1,001	2,150	2,987	958	1,264	2,203	1,501	554	854	1,508	111	327	2,337	768	1,011	1,019	661	1,285	1,064	910	824	535	770	415	3,110	2,472	1,594	259	116	3,022	1,172	3,104	2,104	2,006	805	1,319	872	1,204	169			
Austin, Tex.	1,556	1,796	1,598	972	0	522	1,475	1,907	2,000	3,285	1,129	2,103	2,987	958	1,264	2,203	1,501	554	854	1,508	111	327	2,337	768	1,011	1,019	661	1,285	1,064	910	824	535	770	415	3,110	2,472	1,594	259	116	3,022	1,172	3,104	2,104	2,006	805	1,319	872	1,204	169			
Baton Rouge, La.	1,179	1,552	1,221	584	2,137	0	1,605	2,179	1,033	3,401	1,005	2,150	2,987	958	1,264	2,203	1,501	554	854	1,508	111	327	2,337	768	1,011	1,019	661	1,285	1,064	910	824	535	770	415	3,110	2,472	1,594	259	116	3,022	1,172	3,104	2,104	2,006	805	1,319	872	1,204	169			
Bismarck, N. Dak.	1,610	1,640	1,652	1,570	1,779	1,475	0	1,284	1,708	3,401	1,311	2,271	1,018	1,152	1,213	1,689	1,162	678	1,498	1,535	1,796	784	661	1,133	626	1,300	714	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677				
Boise, Idaho.	2,600	2,646	2,642	2,377	2,987	1,907	1,284	0	2,841	3,139	1,311	2,271	1,018	1,152	1,213	1,689	1,162	678	1,498	1,535	1,796	784	661	1,133	626	1,300	714	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677				
Boston, Mass.	444	198	430	1,093	171	2,000	1,033	1,708	2,841	0	1,311	2,271	1,018	1,152	1,213	1,689	1,162	678	1,498	1,535	1,796	784	661	1,133	626	1,300	714	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677				
Carson City, Nev.	2,898	2,944	2,940	2,675	3,285	2,129	2,401	1,774	3,139	0	1,311	2,271	1,018	1,152	1,213	1,689	1,162	678	1,498	1,535	1,796	784	661	1,133	626	1,300	714	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677				
Charleston, W. Va.	386	759	428	567	1,001	1,300	1,005	1,311	830	2,569	0	1,434	575	1,276	981	2,009	1,077	1,743	1,286	2,062	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677					
Cheyenne, Wyo.	1,763	1,800	1,805	1,540	2,150	1,103	1,375	1,109	837	2,004	1,135	1,434	575	1,276	981	2,009	1,077	1,743	1,286	2,062	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677					
Columbia, S. C.	490	863	532	238	1,105	1,200	812	1,690	934	2,890	575	1,735	0	750	817	0	1,286	2,062	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677							
Columbus, Ohio.	487	617	529	596	958	1,228	963	1,152	2,113	812	2,411	175	1,276	981	2,009	1,077	1,743	1,286	2,062	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677						
Concord, N. H.	491	203	477	1,140	176	1,996	1,070	1,689	2,846	71	3,144	877	2,009	981	0	0	1,286	2,062	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677							
Denver, Colo.	1,748	1,862	1,700	1,505	2,203	996	1,268	1,162	944	2,057	1,242	1,468	107	1,743	1,286	2,062	0	1,286	2,062	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677						
Des Moines, Iowa.	1,113	1,160	1,155	930	1,501	920	1,017	678	1,498	1,355	1,796	784	661	1,133	626	1,300	714	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677								
Dover, Del.	138	311	124	787	554	1,694	1,317	1,686	2,685	383	2,983	524	1,848	628	572	429	1,808	1,198	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677							
Frankfort, Ky.	604	816	646	423	1,157	1,083	798	1,197	2,099	1,011	2,397	218	1,262	525	213	1,016	1,237	640	742	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677						
Guthrie, Okla.	1,466	1,575	1,508	1,042	1,916	435	707	1,070	1,608	1,770	1,831	1,117	771	1,280	963	1,775	664	515	1,565	903	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677					
Harrisburg, Pa.	125	327	111	774	569	1,670	1,304	1,556	2,555	398	2,853	511	1,718	615	442	445	1,728	1,068	130	655	1,435	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677				
Hartford, Conn.	341	128	327	990	288	1,897	1,520	1,768	2,774	117	3,072	727	1,937	831	737	164	1,990	1,288	279	945	1,703	205	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677			
Helena, Mont.	2,295	2,325	2,337	2,255	2,464	1,978	2,250	685	599	2,443	1,089	1,996	908	2,375	1,837	2,372	1,015	1,563	2,371	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677							
Indianapolis, Ind.	643	763	683	560	1,104	1,033	810	1,022	1,956	2,254	315	1,119	668	181	963	1,105	469	733	175	812	623	891	1,707	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677		
Jackson, Miss.	1,011	1,384	1,053	427	1,626	545	168	1,450	2,147	1,455	2,369	837	1,343	655	795	1,502	1,236	819	1,149	630	675	1,136	1,392	2,135	642	0	1,882	1,679	2,241	2,453	0	1,707	0	1,366	1,326	814	1,542	1,489	1,138	1,379	0	1,439	3,326	2,677	3,326	2,677	0	1,439	3,326	2,677	3,326	2,677
Jefferson City, Mo.	1,019	1,128	1,061	734	1,469	783	810	912	1,680	1,323	1,978	670	843	949	546	1,3																																				

PREPARATION AND FILING OF BONDS.

1895.
Department Circular No. 135.
Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., July 25, 1895.

To all whom it may Concern:

Referring to Department Circular No. 41, dated March 6, 1895, requiring all bonds then on file in the various bureaus of this Department, and such bonds as may thereafter be executed, to be filed in the office of the Secretary of the Treasury, Division of Appointments, notice is hereby given that, in addition to said requirement, all bonds affected by said circular will in the future be formulated and prepared for execution in said Division of Appointments, when they will be submitted for approval as to form and sufficiency to the office under which the service of the bonded officer is to be performed.

J. G. CARLISLE,
Secretary.

OATHS OF OFFICE AND OFFICIAL BONDS.

1895.
Department Circular No. 41.
Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., March 6, 1895.

To All Whom it May Concern:

By the Act of Congress approved March 2, 1895, making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year ending June 30, 1896, and for other purposes, it is provided that:

"Hereafter the copy of the oath of office of subordinate officers of the customs, required to be transmitted to the Commissioner of Customs by section eleven of the 'Act to amend existing customs and internal-revenue laws, and for other purposes,' approved February eighth, eighteen hundred and seventy-five, shall be transmitted to the Secretary of the Treasury.

"Hereafter all bonds of the Treasurer of the United States, collectors of internal revenue, collectors, naval officers, surveyors, and other officers of the customs, either as such officers or as disbursing officers of the Treasury, bonds of the Secretary of the Senate, Clerk of the House of Representatives, and the Sergeant-at-Arms of the House of Representatives, and all such bonds now on file in the office of the Comptroller of the Treasury, shall be transmitted to the Secretary of the Treasury and filed as he may direct; and the duties now required by law of the Comptroller of the Treasury in regard to such bonds, as the successor of the Commissioner of Customs and First Comptroller of the Treasury, shall hereafter be performed by the Secretary of the Treasury."

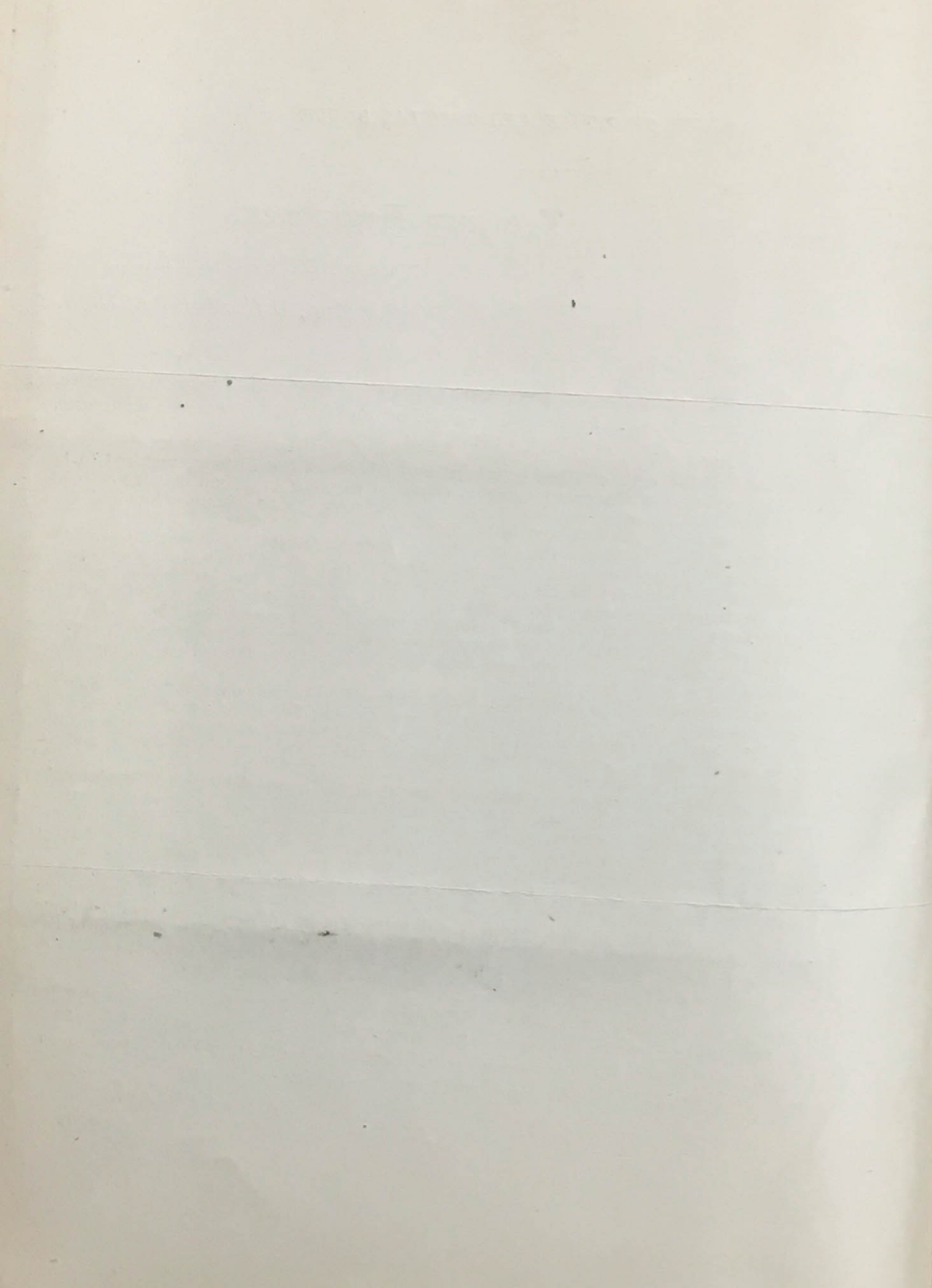
"Hereafter every officer required by law to take and approve official bonds shall cause the same to be examined at least once every two years for the purpose of ascertaining the sufficiency of the sureties thereon; and every officer having power to fix the amount of an official bond shall examine it to ascertain the sufficiency of the amount thereof and approve or fix said amount at least once in two years and as much oftener as he may deem it necessary."

"Hereafter every officer whose duty it is to take and approve official bonds shall cause all such bonds to be renewed every four years after their dates, but he may require such bonds to be renewed or strengthened oftener if he deem such action necessary. In the discretion of such officer the requirement of a new bond may be waived for the period of service of a bonded officer after the expiration of a four-year term of service pending the appointment and qualification of his successor: *Provided*, That the nonperformance of any requirement of this section on the part of any official of the Government shall not be held to affect in any respect the liability of principal or sureties on any bond made or to be made to the United States: *Provided further*, That the liability of the principal and sureties on all official bonds shall continue and cover the period of service ensuing until the appointment and qualification of the successor of the principal: *And provided further*, That nothing in this section shall be construed to repeal or modify section thirty-eight hundred and thirty-six of the Revised Statutes of the United States."

In compliance with the foregoing provisions of law, notice is hereby given that the oaths of office and bonds now on file in the various bureaus of this Department must be forwarded to the Office of the Secretary of the Treasury (Division of Appointments); and hereafter all oaths of office and bonds mentioned will be filed in the Office of the Secretary of the Treasury (Division of Appointments).

J. G. CARLISLE,

Secretary.



RULES REGULATING THE FORM AND EXECUTION OF OFFICIAL BONDS FILED IN THE
OFFICE OF THE SECRETARY OF THE TREASURY IN ACCORDANCE WITH THE PRO-
VISIONS OF SECTION 5 OF THE ACT OF MARCH 2, 1895.

1897.

Department Circular No. 191.

Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., October 12, 1897.

From and after this date the following rules will be rigidly enforced in the execution of all official bonds approved and filed with the Secretary of the Treasury, and no advances of money shall be made to bonded officers, unless notice is received from this office of the proper execution and approval of their bonds, and of the renewal and strengthening thereof, as provided by section 5 of the act of March 2, 1895:

GENERAL RULES APPLICABLE TO ALL OFFICIAL BONDS, EXCEPT AS HEREINAFTER NOTED.

1. The *Christian* names (one or more) must be written in full in the body of the bond.
2. The bond must be dated.
3. Each signature must be made in the presence of two persons, who must sign their names as witnesses.
4. There must not be less than two individual sureties; but one corporate surety duly qualified under the act of Congress of August 13, 1894, may be accepted as sole surety. (See Special Rule A.)
5. Seals of wax or wafer must be attached to the signatures of principal and sureties.
6. A married woman will not be accepted as surety.
7. The sureties must justify in amounts the aggregate of which will be equal to at least twice the penalty of the bond. This rule applies to corporate as well as to individual sureties; and corporate sureties will also be required to attach to each bond a copy of the last statement of their assets and liabilities as rendered pursuant to section 4 of the act of Congress of August 13, 1894.
8. Each surety must make and sign an affidavit of the amount he is worth over and above all his debts and liabilities, and such exemptions as may be allowed by law.
9. The sureties, other than corporate sureties, must state under oath that they are not responsible as sureties on the bond of any other official, or if so liable, the amount of such liability.
10. The affidavits of the sureties must be taken and subscribed before an officer authorized to administer oaths generally, who must certify that he administered the oaths. If the affidavits are taken before a clerk of a court of record, a United States commissioner, or a notary public, whose official seal is thereto affixed, or before a judge of a United States court, authority to administer the oaths need not be shown; but if taken before any other officer, or if the official seal of the clerk, United States commissioner, or notary is not affixed, the authority to administer the oaths, and the official character of the officer must be duly certified. (See Special Rules G, H, and K.)

11. A judge or clerk of a court of record, a United States attorney, or a United States commissioner must certify that the sureties are sufficient to pay the penalty of the bond; and, except in the case of a judge of the United States, or a United States attorney, if the person certifying has no seal his official character must be duly certified. The foregoing does not apply to corporate sureties who have complied with rule 7 hereof. (See Rules B and C.)

12. Residence of principal and sureties must be distinctly stated.

13. No surety can hold office under his principal.

14. Official oath to be of same or subsequent date to the bond.

15. All erasures and interlineations must be noted above the signatures of the witnesses as having been made before execution of the bond.

SPECIAL ADDITIONAL RULES APPLICABLE TO PARTICULAR BONDS.

A. *Bond of Collector of Internal Revenue.*—There must not be less than five sureties to the bond, if sureties are individuals; but one corporate surety, duly qualified as provided by the act of Congress August 13, 1894, may be accepted. (See act of March 1, 1879, United States Statutes, v. 20, p. 327.)

(NOTE.—This rule to be substituted for rule 4 on Bond described.)

B. A judge or attorney of the United States or a clerk of a United States court must certify that sureties are sufficient to pay the penalty of the bond.

(NOTE.—This rule to be substituted for rule 11 on Bond described.)

C. *Bond of Assistant Treasurers United States.*—A judge or attorney of the United States or a clerk of a United States court must certify that the sureties are sufficient to pay the penalty of the bond.

(NOTE.—This rule to be substituted for rule 11 on Bond described.)

D. *Bond of Collector of Internal Revenue acting as Disbursing Agent.*—The sureties on this bond (if individuals) must be other than those on bond as collector; but a corporate surety, duly qualified, may be accepted as surety on both bonds.

This bond must not be executed until after the collector has fully qualified as such by executing his bond as collector and taking the oath of office.

E. *Bond of Supervising Inspector.*—

Bond of Steamboat Inspector.—No one owning, or interested as an owner in, steamboats will be accepted as a surety.

F. *Bond of United States Shipping Commissioner.*—The amount of the bond (which must not be less than \$5,000), and the sufficiency of the sureties must be approved by a United States circuit judge of the district within which the office of the Shipping Commissioner is located. (See section 4502, United States Revised Statutes.)

G. *Bonds of Collectors of the Customs, Naval Officers, and Surveyors of the Customs.*—Collectors, naval officers, and surveyors must be sworn in the collection district to which they are appointed.

H. The oath of office of the collector must be taken before a magistrate or a notary public.

K. The oaths of office of naval officers, surveyors, and other officers of the customs, must be taken before the collector of the district, or before an officer therein authorized to administer oaths generally. (See sections 1757, 1758, 1778, 2617, Revised Statutes, and act of February 8, 1875, 18 Stats., p. 307.)

(NOTE.—Rules D, E, F, G, H, and K, in addition to general rules, will be applied in the cases to which they relate.)

L. J. GAGE,

Secretary.

COMMISSIONERS.

JOHN R. PROCTER, President.

WILLIAM G. RICE.

JOHN B. HARLOW.

A. RALPH SERVEN, Chief Examiner.

JOHN T. DOYLE, Secretary.

United States
Civil Service Commission,
Washington, D. C.

AMENDMENTS TO CIVIL SERVICE RULES.

The Civil Service Rules, as printed at pages 53-64 of the Thirteenth Report of this Commission, were amended by the President on July 27, 1897, as follows:

Rule II was amended by adding a new section, which reads:

8. No removal shall be made from any position subject to competitive examination except for just cause and upon written charges filed with the head of the Department or other appointing officer and of which the accused shall have full notice and an opportunity to make defense.

Rule III, section 3, was amended by striking out all after the word "district," in the third line, so that, as amended, the section reads:

3. The custom-house service shall include such officers and employees as have been, or may hereafter be, classified under the civil service act who are serving in any customs district.

Rule VI was amended to read as follows:

The following named employees or positions which have been or may hereafter be classified under the Civil Service Act shall be excepted from the requirements of examination or registration before the Commission except as herein prescribed.

DEPARTMENTAL SERVICE:

(a) Private secretaries or confidential clerks (not exceeding two) to the President or to the head of each of the eight Executive Departments.

(b) Indians employed in the Indian service at large, except those employed as superintendents, teachers, teachers of industries, kindergartners, and physicians.

(c) Attorneys or assistant attorneys in any department whose main duties are connected with the management of cases in court.

CUSTOM-HOUSE SERVICE:

(a) One cashier in each customs district.

(b) One chief or principal deputy or assistant collector in each customs district.

(c) One principal deputy collector at each sub-port or station.

POST-OFFICE SERVICE:

(a) One assistant postmaster, or chief assistant to the postmaster, of whatever designation, at each post-office.

(b) One cashier of each first-class post-office when employed under the roster title of cashier only.

INTERNAL-REVENUE SERVICE:

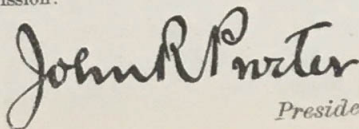
(a) One employee in each internal-revenue district, who shall act as cashier or chief deputy or assistant collector, as may be determined by the Treasury Department.

(b) One deputy collector in each internal revenue district where the number of employees in the office of the collector exceeds four.

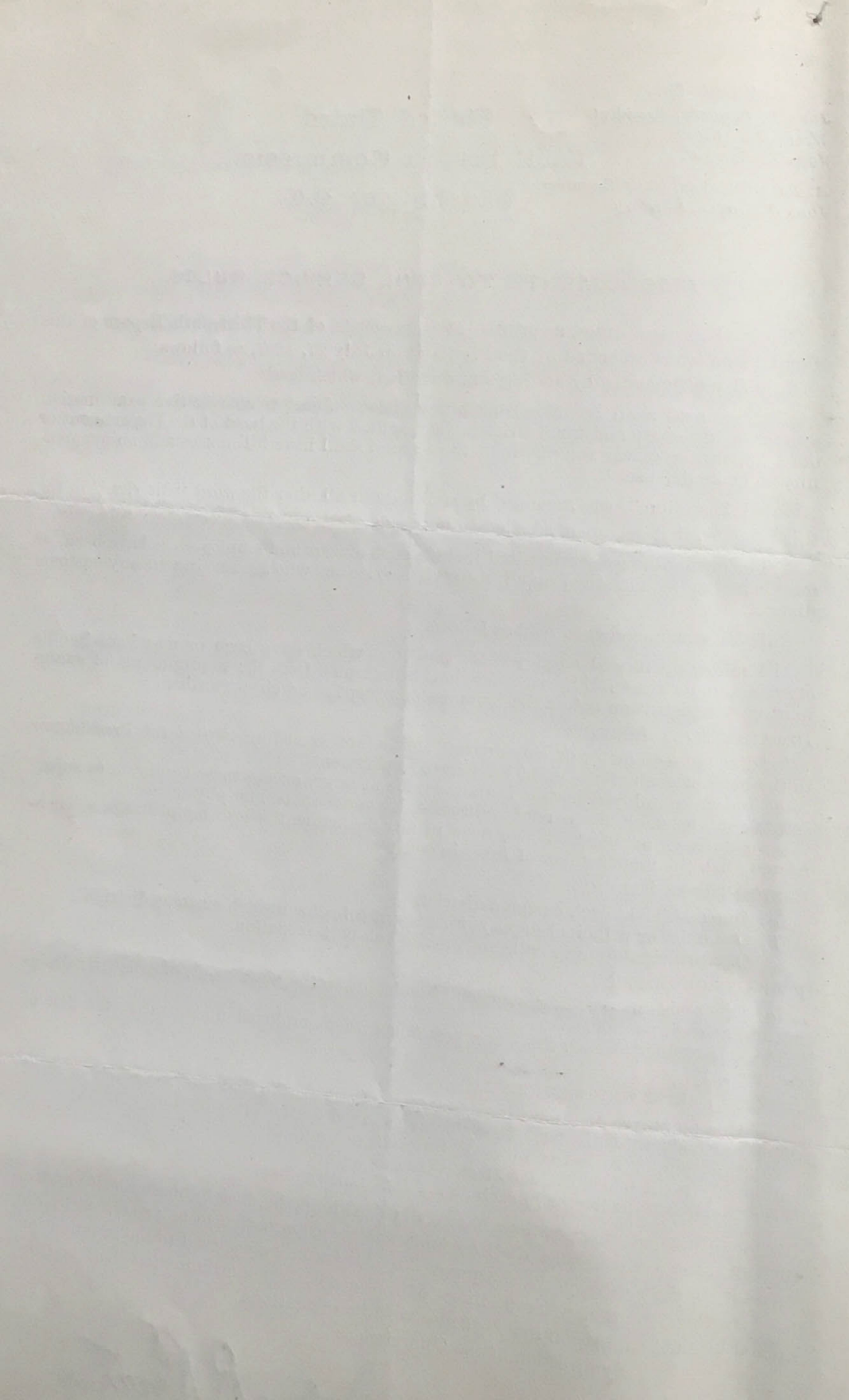
(c) One deputy collector in each stamp (or branch) office.

Appointments to the positions named in this rule in the custom-house service and in the internal-revenue service shall be subject to an examination to be prescribed by the Secretary of the Treasury, not disapproved by the Commission, equal to the examination held by the Commission for positions of like grade. Such examination shall be conducted by the Commission in accordance with its regulations.

By direction of the Commission:



President



PROVIDING FOR THE ENFORCEMENT OF THE PROVISIONS OF EXECUTIVE ORDER OF
JULY 27, 1897, AS TO REMOVAL FROM THE CLASSIFIED SERVICE.

1897.
Department Circular No. 122.
Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., August 11, 1897.

The attention of supervising officers and agents of this Department is called to so much of Executive order of July 27, 1897, as is amendatory of Civil Service Rule II, and provides as follows:

"No removal shall be made from any position subject to competitive examination except for just cause and upon written charges filed with the Head of the Department or other appointing officer and of which the accused shall have full notice and an opportunity to make defense."

In view of the foregoing, whenever any officer, agent, clerk, or employee in the service of this Department shall appear, to the officer or agent charged with the supervision of his official conduct, to be guilty of such dereliction of duty, delinquency, or misconduct, or shall prove inefficient to such an extent as to seem to justify the removal of such person from the Service, or his reduction in grade, it shall be the duty of such supervising officer to immediately forward to this office written charges and specifications, detailing fully and explicitly the reasons for removal or reduction.

At the same time a complete copy of the charges and specifications will be furnished to the accused with the information that such defense as is desired to be made in the premises must be submitted to the supervising officer for transmission to this office, within three days from date of receipt of the copy of the written charges.

Whenever it is impracticable to present a copy of the charges to the accused in person it will be sent by registered mail and the receipt carefully preserved.

The fact that the accused has thus been furnished with a complete copy of the charges, and informed of the opportunity to make defense, as above set forth, will be reported to this office at the same time that the written copy of the charges is forwarded to the accused as aforesaid.

In the event that the accused fails to mail his written defense to the supervising officer, within the time above specified, it will be assumed that such person does not desire to embrace the opportunity thus afforded.

The written defense will be delivered in person when practicable, otherwise it should be forwarded to the supervising officer by registered mail, and, after due examination, immediately transmitted to this office, accompanied by a letter of the supervising officer submitting his views in the matter of the defense, and making such recommendation as the circumstances and the nature of the defense may seem to warrant.

When the circumstances are such as to render it evident that the interest of the Service will be better subserved by immediately relieving the accused from duty, pending action on the charges, that course will be pursued, in which case the action taken will be promptly reported to this office.

Supervising officers will furnish each officer, agent, clerk, or employee within their respective jurisdictions with a copy of this circular, and enforce strict compliance with its provisions.

L. J. GAGE,
Secretary.

EXTRACTS FROM REGULATIONS, ETC.

* * * * *

A record (press copy or other) of Requisitions for Printing and Binding should be kept in each Office of the Department and Division of the Secretary's Office, in order that the exact date, etc., may readily be furnished when inquiries are made concerning work ordered thereon.

* * * * *

In making out requisitions negative information need not be given.

* * * * *

Instructions regarding the printing of blanks and the making of blank books may be written on the Copy as well as on the Requisition.

* * * * *

Blank books should be ordered at least four months, and blank forms, official paper and envelopes two months before being needed for use. Inattention to this requirement leads to "specialing" ordinary routine work to the prejudice of extraordinary work, which is necessarily "special."

REQUISITIONS FOR PRINTING AND BINDING.

1896.

Department Circular No. 151.

Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., October 31, 1896.

To Heads of Bureaus, Treasury Department,
and Chiefs of Divisions, Secretary's Office:

Your attention is specially called to the appended circular of the Public Printer, the objects of which are to facilitate the prompt, orderly, and satisfactory execution of work at the Government Printing Office, and to advance the interests of economy in the expenditure of appropriations for public printing and binding. The persons in the several bureaus of the Department and divisions of the Secretary's Office who have been designated under the provisions of Department Circular No. 95, of 1894, to make requisitions and see to the proper preparation of printer's copy, are hereby directed to observe and carefully carry out these instructions of the Public Printer.

W. E. CURTIS,
Acting Secretary.

OFFICE OF THE PUBLIC PRINTER,
Washington, D. C., October 24, 1896.

To enable the mechanical divisions of this office to do their work economically and promptly, to prevent costly corrections, and to facilitate the best typographical results, the officers having charge of requisitions for printing and binding in the different Departments are requested to give careful attention to the filling out of requisition blanks.

This office will, hereafter, require instructions to be given on the requisition (not on copy or proof), and details should be explicit and free from misconstruction.

You are requested to read carefully the following paragraphs, which are embodied in requisition blanks, and see that the requisition contains the necessary instructions for the particular class of work for which it is drawn:

BLANKS.

Kind of type.—Roman, script, etc.

Proof.—Yes or no.

Electrotyped.—Yes or no. (All permanent forms should be electrotyped.)

Paper.—White or colored (light or dark).

Size, in inches.—All blanks should conform to standard sizes of paper or multiples thereof, as—

* Cap.....	14 by 17 inches.	Double folio.....	22 by 34 inches.
* Double cap.....	17 by 28 inches.	Medium	18 by 23 inches.
* Demy.....	16 by 21 inches.	Royal.....	19 by 24 inches.
* Double demy.....	21 by 32 inches.	Super royal	20 by 28 inches.
Folio.....	17 by 22 inches.	Imperial	23 by 31 inches.

[* NOTE.—Treasury Department Circular No. 95, dated August 15, 1894, adopted cap (14 by 17) and demy (16 by 21), or their multiples, as the standard sizes for blank forms going into the files, and these sizes must be used as far as practicable.]

Ink.—Black, blue, red, green, etc.; if copying, color must always be stated.

Ruling.—Yes or no.

Perforated.—Yes or no.

Numbered.—Yes or no, from — to —.

Tablets.—Yes or no. (State number sheets each, strawboard or manila-board backs.)

Gummed.—Yes or no; if jacket form—seal—yes or no.

Fold.—Yes or no, once, twice, etc., to certain size, in 3's, 4's, 5's, 6's, etc., jacket form.

Stitched.—Yes or no.

Sewed.—Yes or no.

Deliver—where.

BOOKS AND PAMPHLETS.

Kind of type.—Long primer, brevier, nonpareil.
 Size of page covered by type.
 Size of book.—4°, 8°, 12°, 16°.
 Proof.—Yes or no.
 Electrotyped.—Yes or no.
 Paper.
 Stitched or sewed.
 Trimmed.—Yes or no.
 Cover.—Yes or no. If yes, state color—dark blue, light blue, brown, tea, granite, terra cotta, quaker drab, robin's egg or assorted.
 Binding.—Cloth (black, red, green, blue, brown, etc., light or dark), sheep, roan, morocco; full, half; black, blue, red, maroon, etc.; sides—cloth, comb paper, etc.
 Lettered.—Side or back.
 Illustrations.
 Deliver—where.

RECORD BOOKS.

Size of leaf (in inches).
 Number of leaves.
 Paper.—White, blue; light or dark, etc.; heavy or light.
 Paged.—Yes or no.
 Canvas cover.—Yes or no.
 Style of binding.—Russia ends and bands, half russia, or half russia plain, full russia extra, full russia plain.
 Patent back.—Yes or no.
 Philadelphia patent back.—Yes or no.
 Index.—Yes or no.
 Tags.—Yes or no; loose or inserted.
 Back title.—Yes or no.
 Side title.—Yes or no; morocco or paper.
 Deliver—where.

If, after work is under way, changes from original instructions are desired to be made, they should be stated in writing and addressed to the Public Printer. Instructions given verbally or by telephone will not be entertained.

Where uniformity with issues of previous volumes, pamphlets, or blank books is desired, a sample copy must accompany the requisition.

The act providing for the public printing and binding gives the Public Printer authority to determine the "forms and style in which the printing or binding ordered by any of the Departments shall be executed," as well as the "materials, size and kind of type to be used."

Due regard will be given, however, to the wishes of the proper representatives of Departments ordering work WHEN THEY DO NOT CONFLICT WITH PROPER ECONOMY AND WORKMANSHIP.

A separate requisition must be made with each order. This will save time, trouble, etc., as well as diminish the chances of making errors. It is not necessary, however, to make separate requisition for printing and binding when books are ordered. This office is not authorized to furnish blank paper, and all requisitions must be for printing or binding.

Under the law all books must be bound in plain sheep or cloth, except that record and account books may be bound in russia leather, sheep fleshers, and skivers, when authorized by the head of a Department. The libraries of the several Departments, the Library of Congress, the libraries of the Surgeon General's Office, the Patent Office, and the Naval Observatory may have books for the exclusive use of said libraries bound in half turkey, or material no more expensive.

Copy must invariably accompany the requisition and should be attached thereto—requisition on top. Making a requisition for a certain form of book, and referring to an order for work of a similar style made weeks or months previously, is liable to lead to mistakes and delays, and such requests will not be entertained by this office. Material accompanying a requisition must always have the number of the requisition on the outside of the wrapper.

Requisitions requesting a messenger for instructions concerning binding must state name of officer upon whom the messenger should call, number of room, etc.

Proof of new forms will always be sent, unless otherwise requested. The original copy must be returned with the proof, else the work is delayed and errors are liable to occur.

All inquiries in regard to the progress of work should be made by the officer having charge of the printing and binding for each Department, and be addressed to Chief Clerk, Government Printing Office by letter or telegram. Always give the number of requisition.

Requisitions for work containing illustrations should state whether or not it is desired that this office should furnish illustrations. Give number of illustrations, and if it is necessary to reduce, give the necessary instructions on the margin of each illustration. In ordering illustrations, make size as near uniform as possible, so as to accommodate size of paper, etc.

Work is made "special" by the indorsement of the Chief Clerk, and REQUESTS OF THIS CHARACTER SHOULD ONLY BE MADE WHEN ACTUALLY NECESSARY. All "special" requests should be by letter or Government telegraph line, giving date when wanted and name of officer making the request, and the reason for desiring the work to be made "special" should be plainly stated.

Copy should be carefully prepared and edited previous to being sent to this office, and not in the proof, thus saving much time in the execution of the work and unnecessary charges against Department allotments.

TH. E. BENEDICT,
 Public Printer

LEAVES OF ABSENCE.

1898.
Department Circular No. 84.
Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., May 21, 1898.

To Principal Officers under the Treasury Department:

Hereafter leaves of absence will be granted to officers, clerks, and employees in the service of this Department during any calendar year, as follows:

At any time during the months of January, February, March, April, May, and June, for any number of days which does not exceed, at the rate of two and a half days per month, the number of days accrued and unused at the date of request for leave.

At any time after July 1, in any calendar year, the full thirty days may be granted, or such portion as may be yet due and unused.

In special cases, where the application for leave is accompanied by a written statement by the head of an office, giving good and sufficient reasons therefor, the above limitations may be waived. Provided, that in no case shall principal officers recommend or allow leave of absence, when to grant it will cause embarrassment to the conduct of the public service.

When application for leave of absence is made, there must be noted on such application the amount of time charged against the applicant for sickness or other cause prior to date of application.

From and after this date the heads of offices, divisions, sections, or districts, as the case may be, shall keep a daily record of absence on account of sickness or other cause on the part of clerks and employees under their official charge, and forward to the supervising officer, at the end of each month, a consolidated report showing the absence or presence daily of each officer, clerk, or employee.

When desired and practicable, a medical officer of the Marine-Hospital Service will be directed to investigate and report to the Department in any case of sickness so recorded.

Record must be made of all absence for fractional parts of a day, and when such fractional parts aggregate a day, a day's absence must be charged and reported on the time reports.

In continuous absence which exceeds three days, the Sundays, if any, intervening must be charged and reported on the time reports.

Employees must report to their respective offices not later than 2 o'clock p. m. the fact that they were unable to report for duty on account of sickness or otherwise on such days as they may be absent.

Attention is called to the following change made by act approved March 15, 1898, in the law regulating annual leave of absence, and which will be applied to all branches of service under the control of the Treasury Department, to wit:

That the head of any Department may grant thirty days' annual leave with pay in any one year to each clerk or employee: *And provided further,* That where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee,

or where his or her presence in the Department would jeopardize the health of fellow-clerks, and in exceptional and meritorious cases, where a clerk or employee is personally ill, and where to limit the annual leave to thirty days in any one calendar year would work peculiar hardship, it may be extended, in the discretion of the head of the Department, with pay, not exceeding thirty days in any one case or in any one calendar year.

This section shall not be construed to mean that so long as a clerk or employee is borne upon the rolls of the Department in excess of the time herein provided for or granted that he or she shall be entitled to pay during the period of such excessive absence, but that the pay shall stop upon the expiration of the granted leave.

It will be observed that the annual leave of thirty days can only be extended "*in the discretion of the head of the Department, with pay, not exceeding thirty days in any one case or in any one calendar year.*"

When an application for an extension of leave is made (because of sickness) on the ground that the case is exceptional and meritorious, it will be considered only when forwarded to the Chief of the Division of Appointments, by or through the head of the office in which the person interested is employed, for presentation to the Secretary, together with a full statement (including a physician's certificate showing character, duration, and termination of sickness) of the facts said to make it "exceptional and meritorious."

The certificates of sickness required by these rules must be filed within five days from date of return to duty.

In cases asking an extension of leave because some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee, or where his or her presence in the office or station would jeopardize the health of fellow-clerks, a physician's certificate so stating, and giving in addition the name and relation of the petitioner to the person so afflicted, must be filed immediately upon return to duty. Such certificate must also contain a statement that in the opinion of the physician the return of the clerk to duty will not jeopardize the health of fellow-clerks.

In all cases where the time reports of the respective bureaus or divisions of an office show an absence in excess of thirty days, not authorized by an extension of leave, for the calendar year, of any employee thereof, the head of the bureau or division is hereby directed to make the necessary stoppage of pay on the pay roll for the month in which said excess occurs, noting on the pay roll the amount of money and number of days stopped; this to be done before the pay roll is forwarded for approval.

The provisions of this circular apply to all officers and employees below the grade of Presidential officers, and will govern all cases of absence since January 1, 1898, except that no deduction of pay will be made for absence prior to March 16, 1898, not in excess of the number of days allowed by law and regulations then existing. All absence, however, since January 1, 1898, must be reckoned in determining the number of days' leave that may be granted. If a clerk or employee was absent sick for thirty days prior to March 16, 1898, no further absence, because of sickness, with pay, can be allowed during the calendar year.

All officers or agents charged with the supervision of any force connected with the Treasury Department are especially enjoined to see that the foregoing orders are strictly complied with.

L. J. GAGE,

Secretary.

REQUISITIONS FOR STATIONERY—OUTSIDE SERVICE.

1899.
DEPARTMENT CIRCULAR No. 40.
Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., March 14, 1899.

To Officers of the Outside Treasury Service:

In making requisitions for stationery the following regulations must be observed:

1. Officers will order periodically as follows:

Monthly.—The Collector and Surveyor of Customs at New York.

Quarterly.—Collectors and Surveyors of Customs at Baltimore, Boston, Philadelphia, New Orleans, San Francisco, and Chicago, and Board of General Appraisers, and Commissioner of Immigration, at New York.

Semiannually (April 1, and October 1).—All other officers of the Customs and Immigration Services, Treasury Special Agents, Assistant Treasurers, Mint and Assay officers, Light-House Engineers and Inspectors, officers of Internal Revenue, Steamboat Inspection, Revenue Cutter, Life-Saving and Marine Hospital Services, and Superintendents of Construction and Custodians of Public Buildings.

Should additional stationery be required before the prescribed time for making requisition, one for the succeeding period may be forwarded, the object being to limit the number of requisitions. Supplemental or special requisitions should be made only when imperatively necessary.

In order to give ample time for the printing on paper and envelopes, requisitions including these items may be forwarded one month in advance of prescribed time.

As ink and mucilage can not be shipped with safety during the winter months, a full year's supply of these articles must be ordered in the April requisitions, which must also include a complete inventory of supplies on hand.

The interlineation or changing of the phraseology of requisitions is not allowed, and the directions printed thereon must be strictly observed. Should the spaces be found insufficient for explanations, they may be written on a separate sheet and inclosed.

When samples are inclosed in requisitions they should be fastened thereto, to prevent their being lost in the opening and distribution of the mail.

Blank books, blank forms, Department circulars, synopses of decisions, or office furniture must not be included in requisitions for stationery.

2. When stationery is forwarded by *express*, the charges thereon are *invariably prepaid*; but on all shipments by *freight* the charges are to be *paid by the officer receiving the goods*, who will forward the receipts, as vouchers, with his account of contingent expenses (except in the case of customs officers, who will first forward the freight bills, with a request for authority to pay the same). As an arrangement exists with the War Department, to transport all freight to points west of Chicago, this section is, in case of freight so shipped, inoperative, bills for the same being rendered by the quartermaster-general to, and paid by this Department.

3. All rules and regulations heretofore issued which conflict with the provisions of this circular are hereby rescinded.

H. A. TAYLOR,

Assistant Secretary.

INKS, TYPEWRITER RIBBONS, ETC., FOR OFFICIAL USE.

1899.
DEPARTMENT CIRCULAR No. 66.
Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., April 26, 1899.

To the Officers, Clerks and Employees of the Treasury Department:

It has come to the notice of this office that Treasury clerks and employees are in the habit of using on the official records various kinds of inks, typewriter ribbons, etc., other than those supplied by the Department. Such practice is in violation of existing regulations. There is no assurance that these irregularly secured inks, ribbons, etc., are indelible or indestructible. The permanency of the records of the Department is of the first importance, and close Departmental supervision and control of the materials to be used are absolutely necessary in order to prevent the use of objectionable and inferior articles.

It is, therefore, hereby ordered that hereafter no ink, typewriter ribbon, carbon paper, or other article of stationery shall be used officially by any officer, clerk, or employee of any branch of the Treasury service, except such as are furnished or authorized by the Department.

Officers of the Department will in no case accept for official purposes, bonds, vouchers, or other documents on which money is to be paid, or other important action taken, if prepared and signed with inks which are liable to fade. What are known as the aniline colors—blue, purple, violet, red, etc.—are usually fugitive and destructible, and should not be accepted.

The various reproducing inventions known by the trade names of "Hektograph," "Copygraph," "Chromograph," "Papyrograph," "Mimeograph," "Cyclostyle," "Neostyle," etc., will in no case be used for official letters or documents of a permanent nature.

Copying ink should not be used on book records, as it is liable to transfer and besmear the paper, especially in damp and sultry weather.

L. J. GAGE,
Secretary.

REGULATIONS GOVERNING APPOINTMENTS TO AND PROMOTIONS AND TRANSFERS
IN THE MINTS AND ASSAY OFFICES OF THE UNITED STATES.

1899.
DEPARTMENT CIRCULAR No. —.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., April 5, 1899.

The following regulations governing appointments to and promotions and transfers in the mints and assay offices are hereby promulgated and shall be enforced on and after the 10th instant:

REGULATION I.

A board of examiners shall be designated by the United States Civil Service Commission at each mint or assay office having 10 or more employees. These boards shall perform such duties as the Commission may direct in connection with examinations and registrations for appointments to and promotions in that service.

REGULATION II.

A vacancy in any position in the mint or assay service shall be filled preferably and in order as follows:

- First. By the promotion or transfer of an employee in that service.
- Second. By the transfer of a qualified person from another branch of the classified service.
- Third. By selection from suitable existing registers of persons found qualified by examination or registration by the Civil Service Commission.
- Fourth. By selection after examination or registration in the manner provided for by these regulations.

REGULATION III.

Applicants may file their application for examination at any time with the board of examiners at the office in which they seek employment, and the examinations shall be held on such dates and at such places as may be fixed by the Commission; but applicants for positions subject to registration examination may register for employment at any time.

REGULATION IV.

Applications for examination or competitive registration, and also the medical certificates which applicants for certain positions are required to furnish in regard to their physical condition, shall be made upon forms provided by the Commission, which may be obtained from, and must be filed with, the board of examiners at the mint or assay office in which the applicants seek employment. Where there are no boards of examiners, the blanks may be obtained from and filed with the United States Civil Service Commission.

REGULATION V.

No application for appointment to or employment in any mint or assay office shall be accepted from any person who can not furnish satisfactory evidence as to his character and integrity, and before any such person is selected for appointment or employment further inquiry shall be made as to his character and integrity by the board of examiners, the superintendent, and the operating officer of the department in which such person is to be employed.

REGULATION VI.

The application of an applicant for examination or competitive registration, who gives a false name or residence, or presents false certificates, or practices or attempts to practice any deception or fraud in securing his examination, registration, or appointment, shall be canceled as soon as the fact is ascertained; and, if appointed, such applicant shall be discharged from the service.

REGULATION VII.

No recommendation or statement concerning an applicant, competitor, eligible or employee, involving any disclosure of his political or religious opinions or affiliations, shall be received, filed, or considered, by the Commission, by any board of examiners, or by any nominating or appointing officer.

REGULATION VIII.

For convenient reference, the positions in the mint and assay service shall be arranged in the following schedules:

Excepted positions.....	Schedule A.
Scientific positions.....	Schedule B.
Clerical positions.....	Schedule C.
Mechanical trade, or other skilled positions.....	Schedule D.
Positions below classification.....	Schedule E.

Original appointments to the mint and assay service to positions in the general schedules shall be made as follows:

To positions in Schedule A, after nomination by the Superintendent and the operating officer and an educational test of fitness.

To positions in Schedules B and C, after competitive examinations, but without registration examination.

To positions in Schedule D, after an educational test of fitness and registration examination.

To positions in Schedule E, after a simple educational test, or such other test of fitness as may be prescribed by the Treasury Department, as these positions are not in the classified service.

REGULATION IX.

[This regulation will be promulgated hereafter.]

REGULATION X.

Vacancies in any of the following-named positions in Schedule B, requiring persons of scientific attainments, shall be filled either by promotions from positions within the schedule upon any test of fitness determined upon by the superintendent and the operating officer, or by selections from certifications of eligibles from competitive examinations by the Civil Service Commission:

Scientific positions—Schedule B.

Foreman in melting and refining department.
Refiner.
Assistant assayer.
Second assistant assayer.
Third assistant assayer.
Weighers in assayer's department.

Engravers.
Die makers.
Chemist.
Foreman of laboratory.
Foreman of deposit melting.
Assistant foreman in melting and refining department.

Test of fitness.

The test of fitness for original appointment to a scientific place shall embrace the following subjects with the relative weights as indicated:

	Relative weight.
Spelling.....	5
Arithmetic.....	5
Letter writing.....	10
Penmanship.....	5
Practical tests or questions.	75
Total	100

REGULATION XI.

Vacancies in any of the following-named positions in Schedule C, requiring persons of clerical attainments shall be filled either by promotions from positions within the schedule upon any test of fitness determined upon by the superintendent and the operating officer, or by selections from certifications of eligibles from competitive examinations by the Civil Service Commission:

Clerical positions—Schedule C.

Abstract clerks.
Assayers' computation clerks.
Assistant bookkeepers.
Assistant curators.
Assistant inspectors.
Assistant weigh clerks.
Bank messengers.
Bookkeepers.
Cashiers' clerks.
Clerks.
Copyists.
Inspectors.

Medal clerks.
Pay clerks.
Registrar clerks.
Registrars of accounts.
Registrars of deposits.
Shipping clerks.
Statistical clerks.
Storekeepers.
Time clerks.
Warrant clerks.
Weigh clerks.

The examinations by the Civil Service Commission to test the fitness of persons for original appointments to clerical positions shall consist of the following-named subjects of the clerk examination and also of an exercise in the elements of accounts, with the relative weights as indicated:

Spelling consisting of twenty words selected.

Arithmetic consisting of the fundamental rules, addition, fractions, percentage, interest, discount, and analysis.

Letter writing consisting of a test in the use of the English language for use in business correspondence.

Penmanship consisting of a rating of legibility, rapidity, neatness, and general appearance.

Copying from plain copy consisting of an exercise in making an exact copy of a few printed lines.

Elements of accounts consisting of an exercise in stating business transactions in the form of an account.

	Relative weight.
Spelling.....	10
Arithmetic	25
Letter writing.....	25
Penmanship.....	10
Copying from plain copy.....	15
Elements of accounts.....	15
Total.....	100

REGULATION XII.

The following named positions are subject to competitive registration after an educational examination; but promotions within the schedule may be made upon any tests of fitness determined upon by the superintendent and the operating officer. Original appointments therein shall be made to the proper grade and to the lowest position of the grade, provided that a vacancy in any position requiring the exercise of technical or professional knowledge may be filled by original appointment. The list shall be open for applicants to register at any time after they have passed a simple educational examination, which may be taken at any time, wherever there are local boards for this service. Where there are no such local boards, applicants will be examined and registered only on the occurrence of a vacancy. The names of those who have registered during any month shall be entered on the lists with their respective ratings on the first of the succeeding month in the order of their standing.

Mechanical trades or other skilled positions.—Schedule D.

Adjusters.
Adjusters and reviewers.
Annealers.
Assistant custodians.
Assistant engineers.
Assistant inspectors.
Assistant weighers.
Assistant foreman of coining room.
Assistant foreman of melting and refining department.
Assistant foreman of rolling room.
Assistant forewoman of adjusters.
Assistants in acid room.
Blacksmiths.
Bullion samplers.
Carpenter.
Captain of watch.
Chief doorkeeper.
Classified laborers.
Classified workmen.
Cleaners.
Conductors.
Counters.
Cutters.
Deposit melter.
Employees in sweep cellar.
Engineers.
Fireman.
Foreman in acid room.
Foreman in assayer's department.
Foreman of carpenters.

Foreman of cleaners.
Foreman of coining room.
Foreman of deposit melting room.
Foreman of laborers.
Foreman of rolling room.
Forewoman of adjusters.
Gasfitter.
Gate keepers.
Gold boilers.
Helpers in assayer's department.
Helpers in coiner's department.
Helpers in melting and refining department.
Inspectors.
Janitors.
Laboratory helpers.
Machinists.
Melters and assistant melters of all kinds.
Messengers.
Millwrights.
Minor coin counters.
Oiler.
Painter.
Plumber.
Provers.
Rollers.
Sewing women.
Silver reducers.
Skilled workmen in assayer's department.
Watchmen.

Test of fitness—Educational test.

The preliminary examination by the local board to test the educational fitness of persons for original appointment to the above positions shall include the following subjects, with the relative weights indicated in the accompanying table :

Letter writing.—Test in the use of the English language for ordinary correspondence.

Arithmetic.—Tests in addition, subtraction, multiplication, and division of whole numbers as used in simple problems, and of United States money.

Plain copy.—Test to be the exact copy of a few printed lines, in the handwriting of the competitor.

Penmanship.—To be marked on the legibility, neatness, and general appearance of the competitor's handwriting as shown by the *plain copy*.

	Relative weight.
Letter writing.....	30
Arithmetic.....	40
Plain copy.....	20
Penmanship.....	10
Total.....	100

Registration test.

Applicants who pass the educational test and who desire to register shall furnish statements (on the forms prescribed by the Civil Service Commission) in reference to the trade or occupation for which they wish to register, together with certificates from persons for whom or with whom they have worked at the trade or occupation for which they wish to register.

The following elements shall be considered in rating persons who desire to register, with relative weights as indicated in the accompanying table :

Age.—An applicant who is over twenty-five and not exceeding forty-five years of age shall be given a maximum credit of 100 for age. All applicants less than twenty-five or more than forty-five years of age will receive a mark proportionately less than 100.

Character as workman.—An applicant will be required to furnish evidence as to the quality of work he is capable of performing, his ability as a *rapid* or *slow* workman, and his record as to *habits* of industry and carefulness in connection with his trade or occupation. In the consideration of these points an applicant will be rated according to the following plan :

For quality.—If a poor workman, 70 or less ; if an average workman, 70 to 85 ; and if an exceptionally good workman, 85 to 100.

For quantity.—If his production is small in quantity, 70 or less ; if it is an average quantity, 70 to 85 ; and if it is exceptionally large in quantity, 85 to 100.

For industry and carefulness.—If he lacks industry or is inattentive or lacks punctuality, 70 or less ; if he has the reputation for average industry, attention, and punctuality, 70 to 85 ; if he is exceptionally industrious, attentive, and punctual, 85 to 100.

Range of experience.—An applicant who has served the regular period of apprenticeship required by his trade and has thus acquired the status of journeyman, shall be given a mark of 70 for range of experience. For each full year's experience as a journeyman, to and including two years, on the various branches of his trade, he shall be given a mark of 10 in addition to 70 ; and for each full year's experience over two and not exceeding seven years on the various branches of his trade, he shall be given a mark of 2 in addition to 90. For seven or more years' experience as journeyman on the various branches of his trade, a maximum mark of 100 shall be given.

Graduates of reputable schools where technical instruction is given in the mechanical industries may submit evidence of graduation in lieu of service as an apprentice and be given a mark of 75 for range of

experience. For each full year's experience of such graduate as journeyman in the various branches of his trade, to and including two years, he shall be given a mark of 10 in addition to 75; and for each full year's experience in the various branches of his trade over two and not exceeding four years, he shall be given a mark of 2 in addition to 95. For five or more years' experience in the various branches of his trade as a journeyman, a maximum mark of 100 shall be given.

Physical qualifications.—An applicant whose application and vouchers show him to have no physical defects or disqualifications for the trade for which he desires to be examined shall receive a mark of 100 for physical qualifications. An applicant whose application or vouchers show any physical defects which may impair his efficiency in the practice of the trade for which he wishes to be examined will have a proportionate deduction made from 100, according to the nature of the defect or disqualification, and the remaining mark will be his mark for physical qualifications.

Subjects and weights of competitive registration.

	Relative weight.
Age	1
Character as a workman.....	4
Experience as a workman.....	4
Physical qualifications	1
Total.....	10

Final rating for registration.

An applicant who fails to obtain a mark of 70 in either the educational or competitive registration tests shall not have his name entered upon the register of eligibles.

Applicants who attain 70 or more in both the educational and the competitive registration tests shall be averaged finally as follows:

	Relative weight.
Educational tests	30
Registration tests.....	70
Total	100

Mints and assay offices—Proposed credits for age in mechanical trades registration.

Age.	Credit.	Age.	Credit.	Age.	Credit.
Twenty	95	Fifty-one	93	Sixty-two	62
Twenty-one.....	96	Fifty-two	91	Sixty-three.....	58
Twenty-two.....	97	Fifty-three	89	Sixty-four.....	54
Twenty-three.....	98	Fifty-four.....	87	Sixty-five	50
Twenty-four.....	99	Fifty-five	85	Sixty-six	40
Twenty-five to forty-five.....	100	Fifty-six	82	Sixty-seven.....	30
Forty-six.....	99	Fifty-seven.....	79	Sixty-eight.....	20
Forty-seven	98	Fifty-eight	76	Sixty-nine.....	10
Forty-eight.....	97	Fifty-nine.....	73	Seventy.....	0
Forty-nine	96	Sixty	70		
Fifty	95	Sixty-one.....	66		

REGULATION XIII.

Any classified position in the mint and assay service not included in any of the foregoing schedules by designation, or any classified position created hereafter, may be assigned to such schedule of classified positions as in the opinion of the superintendent and the operating officer it should, by the nature of the work, properly belong. A classified position in one schedule may, on the recommendation of the Director

of the Mint, be transferred to any other schedule of classified positions when such transfer would be in the interest of the Service.

REGULATION XIV.

Positions below the classified service—Schedule E.

Positions below the classified service, or the positions filled by persons merely employed as laborers or workmen, shall not be subject to examination or registration by the Civil Service Commission, but the Treasury Department requires that no person shall be appointed to or be employed in an unclassified position or on unclassified work who can not read and write the English language and who does not furnish satisfactory and rigid tests of character and integrity based upon certificates furnished by former employers and others.

REGULATION XV.

For the purpose of filling a vacancy which can not be suitably filled by promotion, transfer, or reinstatement, certification shall be made of the names of the highest three eligibles on the appropriate register, and from this certification a selection shall be made in accordance with the Civil Service Rules.

REGULATION XVI.

No person habitually using intoxicating beverages to excess shall be appointed to or retained in any position in any mint or assay office.

REGULATION XVII.

No officer in any mint or assay office shall dismiss or cause to be dismissed, or make any attempt to procure the dismissal of, or in any manner change the official rank or compensation of any person therein because of his political or religious opinions or affiliations.

REGULATION XVIII.

In making removals or reductions, or in imposing punishment for delinquency or misconduct, penalties like in character shall be imposed for like offenses, and action thereupon shall be taken irrespective of the political or religious opinions or affiliations of the offenders.

REGULATION XIX.

A person holding a position on the date said position is classified under the Civil Service Act shall be entitled to all the rights and benefits possessed by persons of the same class or grade appointed upon examination under the provisions of said act, these regulations, or the prior regulations.

REGULATION XX.

The provisions of the Civil Service Act relative to political assessments shall be strictly observed.

APPROVED:

GEORGE E. ROBERTS,

Director of the Mint.

APPROVED:

L. J. GAGE,

Secretary of the Treasury.

Approved by order of the United States Civil Service Commission:

JOHN R. PROCTER,

President.

APRIL 3, 1899.

OPINION OF THE ATTORNEY GENERAL CONCERNING THE AUTHORITY
OF THE UNITED STATES OFFICERS TO EXCHANGE *OLD* GOVERNMENT
PROPERTY FOR *NEW*, PUBLISHED BY THE TREASURY DEPARTMENT
FOR THE INFORMATION OF ALL CONCERNED.

Department of Justice,

Washington, June 23, 1877.

SIR:

I am informed by your letter of the 21st inst., that it is in the power of the Chief of the Bureau of Engraving and Printing to exchange certain old presses for a new press, so that but a small amount of cash, in addition, will have to be paid to the manufacturers of the new press, and you inquire whether, as these old presses are no longer needed and are much worn, and as in this way they will probably produce more than in any other, you are justified in authorizing him to make the purchase in the manner thus indicated.

It may often happen that by the judicious use of old material, in exchange for necessary machinery, more advantageous contracts may be made than in any other mode, yet I am not prepared to say that such contracts are authorized by law. * It has been the intention of Congress, as manifested by the Statutes, (except in certain cases specifically named,) to require that the proceeds of old material which is sold should be covered into the Treasury, and thus accounted for. Although such exchanges may often be conducted to advantage, yet Congress has deemed it better, as a rule of business, to prescribe that the officer having charge of old material should dispose of and account for it as such, and afterwards make the purchase of such new material as he required out of the specific appropriation for that purpose.

Section 3618 of the Revised Statutes is as follows:

"All proceeds of sales of old material, condemned stores, supplies, or other public property of any kind, except the proceeds of the sale or leasing of marine hospitals, or of the sales of revenue-cutters, or of the sales of commissary stores to the officers and enlisted men of the Army, or of the sale of condemned Navy clothing, or of the sales of materials, stores, or supplies to any exploring or surveying expedition authorized by law, shall be deposited and covered into the Treasury as miscellaneous receipts, on account of 'proceeds of Government property,' and shall not be withdrawn or applied, except in consequence of a subsequent appropriation made by law."

This section has been amended by inserting, after the word "Army," in the fifth line thereof, the words "or of materials, stores, or supplies sold to officers and soldiers of the Army." (Act of February 27, 1877, chap. 69.)

The sales which are included within the exceptions in this section are controlled by other sections, which regulate the mode in which the sales of such property shall be made, and the proceeds thereof applied.

Section 3672 provides that "a detailed statement of the proceeds of all sales of old material, condemned stores, supplies, or other public property of any kind, shall be included in the appendix to the book of estimates."

These sections contemplate that there will be sales of old material necessarily made in the various Departments of the Government other than those included within the exceptions. For the mode in which such sales shall be conducted, whether by advertisement, at public auction, or otherwise, no specific provision is made. In these respects, the sales are left to the discretion of the officer having charge of such

old material, but it is required that when such sales are made the proceeds shall be covered into the Treasury on account of "proceeds of Government property," and that a detailed statement of them shall be thereafter made.

It is therefore in your power to make two transactions, which will produce, so far as the benefit to the Government is concerned, the same result that would be produced by an exchange. By one of them, you can sell to the manufacturers of the printing press the old presses at a rate which you shall determine to be fair and just, but the sum received from such sale will necessarily be covered into the Treasury on account of "proceeds of Government property."

By the other transaction, you may purchase from the manufacturers, paying for the same out of the appropriation which is put into your hands for that purpose, the new press which is desired for use. While the result, so far as the Government is concerned, is the same, it will not, of course, have the same effect upon your appropriation as would be produced if you were entitled to pay for the new press with the proceeds of the old presses, but you will be compelled to pay in full for such new press from the appropriation in your hands for such an expenditure, while the amount received from the old presses, being covered into the Treasury, will then be subject to the future action of Congress.

Very respectfully, your obedient servant,

CHAS. DEVENS,
Attorney General

Hon. JOHN SHERMAN,
Secretary of the Treasury.

INSTRUCTIONS CONCERNING THE DISPOSITION OF THE PROCEEDS OF SALES
OF PUBLIC PROPERTY UNDER THE FIFTH SECTION OF THE ACT OF MAY
8, 1872, AND AN ACT AMENDATORY OF SAID SECTION, APPROVED JUNE
8, 1872.

1872.

Department No. 80.

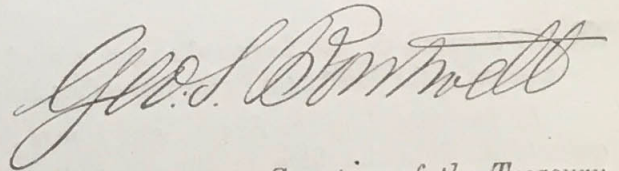
Ind't Treasury Division No. 7.

Treasury Department,

July 9, 1872.

The following Section of an Act entitled "An Act making appropriations for the legislative, executive, and judicial expenses of the Government for the year ending June thirtieth, eighteen hundred and seventy-three, and for other purposes," approved May 8, 1872, the opinion of the Comptroller of the Treasury as to the proper construction of its provisions, and an Act amendatory of said Section, approved June 8, 1872, are hereby published for the information of all concerned, and, in compliance therewith, all officers of the United States are instructed that the proceeds of sales of public property, of every character and description, excepting such as pertain to marine hospitals, revenue cutters, the clothing fund of the Navy, and the sale of materials, stores, or supplies to officers and soldiers of the Army, or to exploring and surveying expeditions authorized by law, which are to be disposed of in accordance with former provisions of law, must be immediately paid into the Treasury as miscellaneous receipts, without any abatement or deduction whatever, excepting the expenses of sales of military stores or supplies regularly condemned, which, under paragraph 1032, Revised Army Regulations of 1863, and the Act of June 8, 1872, are authorized to be paid from the proceeds of such sales, by being deposited to the credit of the Treasurer of the United States in general account, either at the Treasurer's own office, or at the office of one of the United States Assistant Treasurers, Designated or National Bank Depositaries.

For all such deposits, certificates of deposit, in duplicate or triplicate, should be issued by the several Depositaries, giving the name and official title of the depositor, and stating that they are on account of "proceeds of Government property." The bureau or office to which the property appertains should also be given on the face or back of each certificate, and an explanation of the kind and amount of property sold, and the original of these certificates should always be forwarded to the Secretary of the Treasury as soon as they shall have reached the depositors. These instructions are intended to supersede those on the same subject issued under date of May 15, 1872.



Secretary of the Treasury.

[Section 5, Act May 8, 1872.]

SEC. 5. That all proceeds of sales of old material, condemned stores, supplies, or other public property of any kind, shall hereafter be deposited and covered into the Treasury as miscellaneous receipts, on account of "proceeds of Government property," and shall not be withdrawn or applied except in consequence of a

subsequent appropriation made by law; and a detailed statement of all such proceeds of sales shall be included in the appendix to the book of estimates. But this section shall not be held to repeal the existing authority of law in relation to marine hospitals, revenue cutters, the clothing fund of the Navy, or the sale of commissary stores to the officers of the Army. And it shall be the duty of the Register of the Treasury to furnish to the proper accounting officers copies of all warrants covering such proceeds, where the same may be necessary in the settlement of accounts in their respective offices. * * *

[Opinion of the Comptroller of the Treasury.]

TREASURY DEPARTMENT,
FIRST COMPTROLLER'S OFFICE, May 13, 1872.

SIR: I have to acknowledge the receipt of your letter of the 11th instant, enclosing copy of the 5th section of the legislative, executive, and judicial appropriation act, approved May 8, 1872. You inquire—

First. Whether this section goes into effect before the 1st of July next?

Every provision of law is of present effect, except when otherwise provided.—The act, of which this is a portion, is one making appropriations for the fiscal year 1872, but its general purpose has no relation to this specific provision, and does not control it. This section neither makes nor controls the use of any appropriation contained in the act; it is independent of other provisions, and is not affected by the portion which limits the period during which appropriations can be used. I answer, therefore, that it went into effect on the approval of the bill.

Second. Does it apply to the sale of new material from one Department or Bureau to another, or is it confined to old and condemned public property?

It applies to all kinds of property, old or new, condemned or uncondemned, with certain exceptions contained in the second sentence, and to sales by one Department or Bureau to another. The language is, "that all sales of old material, condemned stores, supplies, or other public property of any kind, shall hereafter" be covered into the Treasury as miscellaneous receipts. The words "or other public property of any kind" are very comprehensive, and exclude the construction suggested in the question.

I do not mean to say, that when one branch of the service makes some article, as a piece of furniture, from its own material, and at its own expense, for and upon the request of another branch, that the cost must be covered in as a miscellaneous receipt.

Third. Proceeds of paper shavings sold by the Congressional Printer must be paid in under this section.

Fourth. The act says, "all proceeds of sales," &c., "or other public property," and thus embraces all receipts and all property sold. The expenses attending a sale cannot be deducted, for that would defeat a compliance with the requirement "that all proceeds of sales" shall be paid in, &c.

I am, very respectfully,

Hon. GEORGE S. BOUTWELL, *Secretary.*

R. W. TAYLER, *Comptroller.*

AN ACT to amend the fifth Section of an Act entitled "An Act making appropriations for the legislative, executive, and judicial expenses of the Government for the year ending June thirtieth, eighteen hundred and seventy-three, and for other purposes."

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the fifth section of the Act approved May eighth, eighteen hundred and seventy-two, making appropriations for the legislative, executive, and judicial expenses of the Government for the year ending June thirtieth, eighteen hundred and seventy-three, shall not be held to apply to materials, stores, or supplies sold to officers and soldiers of the Army or to exploring or surveying expeditions authorized by law, and that said section shall not be held to repeal such part of paragraph 1032, Revised Army Regulations of eighteen hundred and sixty-three, as provides that expenses of sales of military stores or supplies regularly condemned will be paid from their proceeds.

Approved June 8, 1872.

PROVIDING FOR THE ENFORCEMENT OF THE PROVISIONS OF EXECUTIVE ORDER OF MAY 29, 1899, AS
TO REMOVAL FROM THE COMPETITIVE CLASSIFIED SERVICE.

1899.

Department Circular No. 141.

Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., November 29, 1899.

To Officers and Employees of the Treasury Department and Others concerned:

Your attention is called to section 8 of Civil Service Rule II, as amended May 29, 1899, which is as follows:

No removals shall be made from the competitive classified service except for just cause and for reasons given in writing; and the person sought to be removed shall have notice and be furnished a copy of such reasons, and be allowed a reasonable time for personally answering the same in writing. Copy of such reasons, notice, and answer, and of the order of removal, shall be made a part of the records of the proper department or office; and the reasons for any change in rank or compensation within the competitive classified service shall also be made a part of the records of the proper department or office.

In view of the foregoing, whenever a person in the service of this Department shall, in the opinion of his supervising officer, become inefficient or be guilty of dereliction of duty, or misconduct to an extent justifying removal from the Service, it shall be the duty of the supervising officer to furnish the employee with a written statement setting forth in detail the reasons upon which he will base a recommendation for his or her removal from the Service. These reasons shall clearly state the nature of the offense or the circumstances of the inefficiency, and shall be so specific as to time, place, and act that the employee will be left in no doubt as to the exact cause of dissatisfaction with his or her conduct or services.

The employee shall at the same time be informed that within three days from the receipt of the complaint there must be submitted to the supervising officer making the complaint such written answer as it may be desired to make. If, in the opinion of the supervising officer, this answer is sufficient, the employee shall be so informed and no further action need be taken, except to forward the papers to the Department for filing; but if he is still of the opinion that the employee should be removed from the Service or otherwise disciplined, he will forward to the Department a copy of the complaint furnished the employee, the original written answer, and such further observations and such recommendation as he may wish to make regarding the complaint and the answer thereto, but he shall not go outside the specific causes of complaint stated in his original communication to the employee.

If it is impracticable for the officer to present complaint to an employee in person, it shall be sent by registered mail, and the receipt preserved. If the employee fails to hand to the supervising officer making the complaint, or, if that is not practicable, fails to mail his answer within three days from the receipt of the complaint from his superior, or if he fails to offer acceptable reasons why it is impossible to do so, and to ask for further time, it will be assumed that the employee does not desire to make any answer.

When the circumstances are such as to render it evident that the interest of the Service will be better subserved by immediately relieving the accused employee from duty, pending action on the complaint, that course will be pursued, in which case the action taken will be reported promptly to this office.

Supervising officers, in making recommendation for the change of rank or compensation of any employee in the competitive classified service, shall state specifically and in detail the reasons therefor, in order that such reasons may be made a part of the records of this Department, as required by the rule above cited.

Supervising officers will furnish each officer, agent, clerk, or employee within their respective jurisdictions with a copy of this circular, and enforce strict compliance with its provisions.

L. J. GAGE,

Secretary.

FOR THE INFORMATION OF THE SECRETARY OF THE ARMY AND NAVY DEPARTMENT
TO KNOW THAT THE SECRETARY OF THE ARMY AND NAVY DEPARTMENT

TREASURY DEPARTMENT

OFFICE OF THE SECRETARY

Washington, D. C., November 12, 1901

TO THE SECRETARY OF THE ARMY AND NAVY DEPARTMENT

SIR: I have the honor to acknowledge the receipt of your letter of the 11th inst.

relative to the proposed amendment to the regulations governing the

issue of checks on the Treasury Department, and in reply to inform you that

the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully, your obedient servant,

Very truly yours,

W. A. RORER, Secretary

Enclosed for the Secretary of the Army and Navy Department are

two copies of the proposed amendment to the regulations governing the

issue of checks on the Treasury Department, and in reply to inform you that

the same has been forwarded to the proper authorities for their consideration.

I am, Sir, very respectfully, your obedient servant,

Very truly yours,

W. A. RORER, Secretary

REQUISITIONS FOR STATIONERY—OUTSIDE SERVICE.

1900.
Department Circular No. 19.
Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., February 15, 1900.

To Officers of the Outside Treasury Service:

In making requisitions for stationery the following regulations must be observed :

1. Officers will order periodically as follows :

MONTHLY (*the first day of each month*).

The Collector and Surveyor of Customs at New York.

QUARTERLY (*the first day of January, April, July, and October, respectively*).

Collectors, Naval Officers, Surveyors, and Appraisers (Customs) at Baltimore, Boston, Philadelphia, New Orleans, and San Francisco ; Naval Officer and Appraiser (Customs) at New York ; Collector, Surveyor, and Appraiser (Customs) at Chicago ; the Board of General Appraisers, the Commissioner of Immigration, the Assistant Treasurer, and the Local Inspectors of Steamboats at New York.

SEMIANNUAL (*April 1 and October 1*).

Assistant Treasurers (except New York).

Customs, Collectors and Surveyors at—

Buffalo, N. Y.
Burlington, Vt.
Cincinnati, Ohio.
Cleveland, Ohio.
Corpus Christi, Tex.
Detroit, Mich.
Eagle Pass, Tex.

El Paso, Tex.
Milwaukee, Wis.
Portland, Me.
Mobile, Ala.
Newport, Vt.
Newport News, Va.
Niagara Falls, N. Y.

Nogales, Ariz.
Ogdensburg, N. Y.
Plattsburg, N. Y.
Portland, Oreg.
Port Huron, Mich.
Port Townsend, Wash.

Immigration, Commissioners at Baltimore, Boston, Philadelphia, and San Francisco.

Internal-Revenue Collectors.

Light-House Engineers and Inspectors.

Mint and Assay Officers at Denver, Helena, Philadelphia, New Orleans, New York, San Francisco, and Seattle.

ANNUALLY (*July 1*).

Treasury Special Agents, Internal-Revenue Agents, Superintendents of Construction and Custodians of Public Buildings, Mint and Assay officers (except Denver, Helena, Philadelphia, New Orleans, New York, San Francisco, and Seattle), officers of the Life-Saving, Marine-Hospital, Steamboat Inspection

(except Local Inspectors at New York), and Revenue Cutter Services, and officers of the Customs, Immigration, Mint, and other services not specified in the preceding paragraphs of this section.

2. Under the provisions of Department Circular No. 40, dated March 14, 1899, the officers included in the annual class could make requisition on the first of April next, but the forwarding of such requisitions will now be deferred until the first of July. However, articles really needed before the latter will be supplied upon special requisitions.

3. Should additional stationery be required before the prescribed time for making requisition, the succeeding period may be forwarded, the object being to limit the number of requisitions. Special or special requisitions should be made only when imperatively necessary.

4. Ink and mucilage must not be ordered on the October requisitions, as such articles cannot be shipped with safety during the winter months. A full year's supply of these articles must be ordered on the April and July requisitions, which must also include a complete inventory of all articles of stationery on hand.

5. The interlineation or changing of the terms or phraseology of requisitions is not allowed, and the directions printed thereon must be strictly observed.

6. When samples are inclosed in requisitions they should be fastened thereto, to prevent their being lost in the opening and distribution of the mail.

7. Blank books, blank forms, Department circulars, Treasury Decisions, or office furniture must not be included in requisitions for stationery.

8. Charges on stationery forwarded by *express* must not be paid by the officers receiving the same, as such charges are paid by the Department upon accounts rendered by the express companies; but on all shipments by *freight* the charges are to be paid by the officer receiving the goods, who will forward the receipts, as vouchers, with his account of contingent expenses (except in the case of customs officers, who will first forward the freight bills, with a request for authority to pay the same). As an arrangement exists with the War Department, to transport all freight to points west of Chicago, this section is, in case of freight so shipped, inoperative, bills for the same being rendered by the Quartermaster-General to, and paid by this Department.

9. All rules and regulations heretofore issued, which conflict with the provisions of this circular, are hereby rescinded.

F. A. VANDERLIP,
Assistant Secretary.

ISSUE AND REDEMPTION OF CURRENCY.

1900.
Department Circular No. 32.
Treasurer's Office No. 69.

Treasury Department,

OFFICE OF THE TREASURER,

Washington, D. C., March 23, 1900.

The following regulations govern the issue, redemption, and exchange of the paper currency and the gold, silver, and minor coins of the United States and the redemption of national-bank notes, by the Treasurer of the United States:

I.—ISSUE OF UNITED STATES PAPER CURRENCY.

1. The Treasurer will forward new United States notes, Treasury notes of 1890, silver certificates, or gold certificates, by express, at the expense of the consignee, at Government contract rates, or by registered mail, registration free, at the risk of the consignee, in return for such notes or certificates unfit for circulation, national-bank notes, subsidiary silver coin, or minor coin received for exchange or redemption.
2. Silver certificates are issued by the Treasurer or Assistant Treasurers upon a deposit of standard silver dollars.
3. Gold certificates are issued by the Treasurer or Assistant Treasurers upon a deposit of gold coin.

II.—ISSUE OF GOLD COIN.

4. Gold coin is issued in redemption of United States notes and Treasury notes of 1890, by the Treasurer and all the Assistant Treasurers.

III.—ISSUE OF STANDARD SILVER DOLLARS AND SUBSIDIARY SILVER COIN.

5. Standard silver dollars are issued by the Treasurer and Assistant Treasurers in redemption of silver certificates and Treasury notes of 1890, and are sent by express, at the expense of the Government, in sums or multiples of \$500, for silver certificates or Treasury notes of 1890, deposited with the Treasurer or any Assistant Treasurer.
6. Upon the deposit of an equivalent sum in United States currency or national-bank notes with the Treasurer or any Assistant Treasurer or national-bank depositary, subsidiary silver coin will be paid in any amount by the Treasurer or Assistant Treasurers in the cities where their several offices are, or will be sent by express, in sums of \$200 or more, at the expense of the Government, or by registered mail, at the risk of the consignee, in packages of \$50, registration free, as the depositors may request, from the most convenient Treasury office. For this purpose drafts may be sent to the Treasurer of the United States in Washington or the Assistant Treasurer in New York, payable in their respective cities to the order of the officer to whom sent. Drafts on New York City must be collectible through the clearing house, and should be drawn to the order of the Assistant Treasurer of the United States, New York, and mailed to him direct.
7. Subsidiary silver coin is sent from the nearest subtreasury office by express, transportation free, in sums of not less than \$200. When desired, a less amount will be sent by express, at the expense of the consignee for transportation.

IV.—ISSUE OF MINOR COIN.

8. Upon the deposit of an equivalent sum in United States currency or national-bank notes with the Treasurer or any Assistant Treasurer or national-bank depositary, 1-cent bronze and 5-cent nickel pieces will be paid in any amount by the Treasurer or Assistant Treasurers in the cities where their several

offices are, or will be sent by express, in sums of \$20 or more, at the expense of the Government, or by registered mail, in like sums, at the risk of the consignee, registration free, as the depositors may request, from the most convenient Treasury office. For this purpose drafts may be sent to the Treasurer of the United States in Washington or the Assistant Treasurer in New York, payable in their respective cities to the order of the officer to whom sent. Drafts on New York City must be collectible through the clearing house, and should be drawn to the order of the Assistant Treasurer of the United States, New York, and mailed to him direct.

The express charges on new silver or minor coin sent from the mints of the United States must be paid by the consignee on delivery.

9. The offices of the Assistant Treasurers are located in the following cities, viz, New York, Boston, Philadelphia, Baltimore, New Orleans, Cincinnati, Chicago, St. Louis, and San Francisco.

V.—ISSUE OF THE TREASURER'S TRANSFER CHECKS.

10. Subject to the convenience of the Treasury, and provided that the express charges on remittances have been prepaid at banker's rates, the Treasurer will issue transfer checks on the Assistant Treasurers, payable to the order of the sender or his correspondent, for United States notes, Treasury notes of 1890, and gold certificates unfit for circulation, or national-bank notes sent to the Treasurer for redemption, or for subsidiary silver coin or minor coin sent in multiples of \$20 to the Treasurer or an Assistant Treasurer.

VI.—REDEMPTION AND EXCHANGE OF PAPER CURRENCY.

11. United States notes, Treasury notes of 1890, and gold certificates are redeemable in gold coin, and silver certificates in silver dollars, by the Treasurer and Assistant Treasurers. National-bank notes are redeemable in lawful money of the United States by the Treasurer, but not by the Assistant Treasurers.

United States notes, Treasury notes of 1890, gold certificates, and silver certificates, unfit for circulation, when not mutilated so that less than three-fifths of the original proportions remains, may be presented to the Treasurer or any Assistant Treasurer for exchange, at face value, for new United States paper currency. Fractional-currency notes are redeemable in lawful money.

12. United States notes, Treasury notes of 1890, fractional-currency notes, gold certificates, silver certificates, and national-bank notes, when mutilated so that less than three-fifths, but clearly more than two-fifths, of the original proportions remains, are redeemable by the Treasurer only, at one-half the face value of the whole note or certificate. Fragments not clearly more than two-fifths are not redeemed, unless accompanied by the evidence required in paragraph 13.

13. Fragments less than three-fifths are redeemed at the face value of the whole note when accompanied by an affidavit of the owner or other persons having knowledge of the facts that the missing portions have been totally destroyed. The affidavit must state the cause and manner of the mutilation, and must be sworn and subscribed to before an officer qualified to administer oaths, who must affix his official seal thereto, and the character of the affiant must be certified to be good by such officer or some one having an official seal. Signatures by mark (X) must be witnessed by two persons who can write, and who must give their places of residence. The Treasurer will exercise such discretion under this regulation as may seem to him needful to protect the United States from fraud. Fragments not redeemable are rejected and returned. Paper currency which has been totally destroyed can not be redeemed. The Department does not furnish blank forms for affidavits.

VII.—RETURNS FOR PAPER CURRENCY.

14. For remittances received under the Government contract:

For remittances from a place where there is no subtreasury, returns will be made in new United States paper currency by express, at the expense of the consignee, at Government contract rates; or in subsidiary silver coin, in sums of \$200 or more, at the expense of the Government for transportation.

For remittances from a place where there is a subtreasury, returns will be made in new United States paper currency by express, at the expense of the consignee, at Government contract rates; or, subject to the convenience of the Treasury, in the Treasurer's transfer checks on the subtreasury in the place whence the remittance is received.

No exchange for remittances of currency to the Treasurer for redemption under the Government contract will be furnished either by transfer checks or shipments of currency.

VIII.—REDEMPTION OR EXCHANGE OF SILVER AND MINOR COIN.

15. Subsidiary silver coin and coins of copper, bronze, or copper-nickel may be presented in sums or multiples of \$20, assorted by denominations in separate packages, to the Treasurer or an Assistant Treasurer

for redemption or exchange into lawful money, and STANDARD SILVER DOLLARS for exchange into silver certificates only. When forwarded by express, the charges should be prepaid.

16. Depositors of subsidiary silver coin will obtain quicker returns and aid the Department in retiring the old issues from circulation, if they will present coins of the old designs and the new in separate packages.

17. No foreign, mutilated, or defaced silver coins, or coins to which paper or any other substance has been attached as an advertisement, or for any other purpose, will be received. Reduction by natural abrasion is not considered mutilation.

18. Minor coin that is so defaced as not to be readily identified, or that is punched or clipped, will not be redeemed or exchanged. Pieces that are stamped, bent, or twisted out of shape, or otherwise imperfect, but showing no material loss of metal, will be redeemed.

IX.—TRANSMISSION TO THE TREASURER.

19. United States notes, Treasury notes of 1890, gold certificates, silver certificates, and national-bank notes should be sent in separate remittances. The notes should be assorted by denominations and inclosed in paper straps, not more than 100 notes to each strap, and the straps should be marked with the amount of their contents. Not more than 8,000 notes should be put in one package.

20. An inventory, giving the amount of each denomination of notes, the total amount in the package, the address of the party sending, and the disposition to be made of the proceeds, should be inclosed with each package, and a letter of advice sent by mail. *A compliance with the foregoing regulations will insure prompt returns for remittances.*

21. The package, if it be sent by express, should be sealed up in stout paper and addressed to the "Treasurer of the United States, Washington, D. C." The wrapper should be plainly marked with the owner's name and address, the amount and kind of currency inclosed, and, if the sender desires the benefit of the Government contract, with the words "under Government contract with the United States Express Company from the nearest point of transfer."

22. When gold, silver, or minor coin is shipped for credit of the 5 per cent redemption fund or as a transfer of funds, it should be so stated on the shipping tag attached to the bag.

23. It is the duty of postmasters to register free of charge all letters on which the postage has been fully prepaid, addressed to the Treasurer, containing currency of the United States for redemption. It is recommended that all such letters be registered as a protection against loss.

24. Remittances of money by mail should be addressed to the "Treasurer of the United States, Washington, D. C." Such remittances and returns therefor by mail are invariably at the risk of the owners. All communications to the Treasurer in regard to packages lost in the mail are referred for investigation to the Chief Post-Office Inspector, Post Office Department, Washington, D. C., to whom any subsequent inquiry on the subject should be addressed.

X.—EXPRESS CHARGES.

25. The Government contract with the United States Express Company for the transportation of moneys and securities extends to all points accessible through established express lines reached by continuous railway communication, in all the States and Territories of the United States, excepting Alaska, Arizona, California, Idaho, Nevada, New Mexico, Oregon, Utah, and Washington, but does not embrace sea, river, or stage transportation of any kind.

26. The contract rates for the transportation of all kinds of paper currency to or from Washington are—

Between Washington and points in the territory of the United States Express Company and reached by it, 20 cents per \$1,000 or fractional part thereof over \$500; sums of \$500 or fractional part thereof, 10 cents.

Between Washington and points in the territory of another express company, excepting points in Texas, Arkansas, Colorado, Kansas, Nebraska, Montana, North Dakota, South Dakota, Wyoming, and the Indian and Oklahoma Territories, 60 cents per \$1,000 or fractional part thereof over \$500; sums of \$500 or fractional part thereof, 40 cents.

Between Washington and points in Colorado, Kansas, and Nebraska, 75 cents per \$1,000 or fractional part thereof over \$500; sums of \$500 or fractional part thereof, 50 cents.

Between Washington and points in Texas, Arkansas, Montana, North Dakota, South Dakota, Wyoming, and the Indian and Oklahoma Territories, \$1 per \$1,000 or fractional part thereof over \$500; sums of \$500 or fractional part thereof, 65 cents.

27. Express charges are paid by the Government, at contract rates, on standard silver dollars, in sums or multiples of \$500, on subsidiary silver coin in sums of \$200 or more, and on minor coin, sent by

the Treasurer or Assistant Treasurers, in sums or multiples of \$20, and on national-bank notes sent to the Treasurer for redemption in sums or multiples of \$500.

28. On United States notes, Treasury notes of 1890, gold certificates, or silver certificates, sent for redemption or exchange, or any kind of lawful money sent for credit of the 5 per cent redemption fund, and on national-bank notes sent for redemption in other amounts than multiples of \$500, the charges, if not prepaid, are deducted from the proceeds at contract rates.

29. On United States notes, Treasury notes of 1890, gold certificates, or silver certificates, returned for United States currency or national-bank notes, redeemed or exchanged, the charges are deducted at contract rates.

30. On gold coin, standard silver dollars, subsidiary silver coin, and minor coin, sent for exchange or redemption, the charges must be prepaid by the sender.

31. On transfers of funds from national-bank depositaries, under letters of instruction, the charges must be paid by the depositaries.

32. Express charges can not be prepaid at Government contract rates. The Treasurer has no control over rates exacted when the charges are prepaid, or for transportation outside of the territorial limits of the contract.

33. No charge is made for the amount of express charges inclosed with a remittance when separately noted on the wrapper. Packages should always be marked with the exact amount of the contents.

XI.—GENERAL INFORMATION.

34. Paper currency presented for redemption or exchange, or for credit of the Treasurer at the offices of the assistant treasurers, must be assorted by kinds and denominations, and inclosed in paper straps, the straps not to contain more than 100 notes each, and must be plainly marked with the amount of the contents.

35. The act of June 30, 1876 (19 Statutes, 64), requires "that all United States officers charged with the receipt or disbursement of public moneys, and all officers of national banks, shall stamp or write in plain letters the word 'counterfeit,' 'altered,' or 'worthless,' upon all fraudulent notes issued in the form of and intended to circulate as money which shall be presented at their places of business; and if such officers shall wrongfully stamp any genuine note of the United States or of the national banks, they shall, upon presentation, redeem such notes at the face value thereof."

36. Counterfeit notes found in remittances from banks are returned canceled for the purpose of enabling them to make reclamation, and after such use they must be returned for transfer to the Secret-Service Division of the Treasury Department.

37. Counterfeit notes found in remittances from individuals are forwarded direct to the Chief of the Secret-Service Division. The sender is advised of the fact, with the information that if he will communicate with the Chief, giving a history of the note, arrangements will be made to have the counterfeit note submitted for reclamation.

38. Counterfeit coins found in remittances to this office are at once canceled and sent to the Secret-Service Division of the Treasury Department, a receipt for the same being returned to the depositor. Should the coins be desired for the purposes of reclamation, the depositor may correspond with the Chief of the Secret-Service Division.

39. Counterfeit coins received at the subtreasuries are retained, to be called for by agents of the Secret-Service at certain stated periods. Receipts are issued to the senders or depositors, when desired, for the purpose of enabling them to make reclamation for coins so retained.

40. In case of the loss or destruction of a Treasury warrant or one of the Treasurer's checks, and upon application for a duplicate, payment of the original warrant or check is stopped, and the applicant is furnished with a form of bond of indemnity, upon return of which, properly executed, a duplicate is issued.

Compliance with the foregoing regulations is enjoined on all officers of the Department, and observance of them will be expected of all making remittances to this office.

APPROVED :

L. J. GAGE,

Secretary of the Treasury.

ELLIS H. ROBERTS,

Treasurer of the United States.

1900.
Department Circular No. 39.

Treasury Department,

BUREAU OF THE MINT,

Hon. LYMAN J. GAGE,
Secretary of the Treasury.

Washington, D. C., April 1, 1900.

SIR: In pursuance of the provisions of section 25 of the act of August 28, 1894, I present in the following table an estimate of the values of the standard coins of the nations of the world:*

VALUES OF FOREIGN COINS.

COUNTRY.	Standard.	Monetary unit.	Value in terms of U. S. gold dollar.	Coins.
Argentine Republic.....	Gold and silver	Peso.....	\$0.965	Gold: argentine (\$4.824) and $\frac{1}{2}$ argentine. Silver: peso and divisions.
Austria-Hungary.....	Gold.....	Crown.....	.203	{ Gold: former system—4 florins (\$1.929), 8 florins (\$3.858), ducat (\$2.287) and 4 ducats (\$9.149). Silver: 1 and 2 florins.
Belgium.....	Gold and silver	Franc.....	.193	{ Gold: present system—20 crowns (\$4.052); 10 crowns (\$2.026).
Bolivia.....	Silver.....	Boliviano.....	.436	Gold: 10 and 20 francs. Silver: 5 francs.
Brazil.....	Gold.....	Milreis.....	.546	Silver: boliviano and divisions.
British Possessions, N. A. (except Newf'nd). Central Amer. States— Costa Rica.....	Gold.....	Dollar.....	1.000	Gold: 5, 10, and 20 milreis. Silver: $\frac{1}{2}$, 1, and 2 milreis.
British Honduras.....	Gold.....	Colon.....	.465	Gold: 2, 5, 10, and 20 colons (\$9.307). Silver: 5, 10, 25, and 50 centimos.
Guatemala.....	Gold.....	Dollar.....	1.000	
Honduras.....	Silver.....	Peso.....	.436	Silver: peso and divisions.
Nicaragua.....	Silver.....	Peso.....	.436	
Salvador.....	Silver.....	Peso.....	.436	
Chile.....	Gold.....	Peso.....	.365	Gold: escudo (\$1.825), doubloon (\$3.650), and condor (\$7.300). Silver: peso and divisions.
		(Amoy.....	.705	
		Canton.....	.703	
		Chefoo.....	.674	
		Chin Kiang.....	.688	
		Fuchau.....	.652	
		H a i k w a n (Customs).....	.717	
China.....	Silver.....	Tael.....	.659	
		Hankow.....	(†)	
		Hongkong.....	.661	
		Niuchwang.....	.677	
		Ningpo.....	.644	
		Shanghai.....	.651	
		Swatow.....	.709	
		Takau.....	.683	
		Tientsin.....	.436	
Colombia.....	Silver.....	Peso.....	.926	Gold: condor (\$9.647) and double-condor. Silver: peso.
Cuba.....	Gold and silver	Peso.....	.268	Gold: centen (\$5.017). Silver: peso.
Denmark.....	Gold.....	Crown.....	.436	Gold: 10 and 20 crowns.
Ecuador.....	Silver.....	Sucre.....	.436	Gold: condor (\$9.647) and double-condor. Silver: sucre and divisions.
Egypt.....	Gold.....	Pound (100 piasters).....	4.943	Gold: pound (100 piasters), 5, 10, 20, and 50 piasters. Silver: 1, 2, 5, 10, and 20 piasters.
Finland.....	Gold.....	Mark.....	.193	Gold: 20 marks (\$3.859), 10 marks (\$1.93).
France.....	Gold and silver	Franc.....	.193	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
German Empire.....	Gold.....	Mark.....	.238	Gold: 5, 10, and 20 marks.
Great Britain.....	Gold.....	Pound sterling.....	4.866 $\frac{1}{2}$	Gold: sovereign (pound sterling) and $\frac{1}{2}$ sovereign.
Greece.....	Gold and silver	Drachma.....	.193	Gold: sovereign (pound sterling) and $\frac{1}{2}$ sovereign.
Haiti.....	Gold and silver	Gourde.....	.965	Gold: 5, 10, 20, 50, and 100 drachmas. Silver: 5 drachmas.
India.....	Silver.....	Rupee †.....	.207	Silver: gourde.
Italy.....	Gold and silver	Lira.....	.193	Gold: mohur (\$7.105). Silver: rupee and divisions.
Japan.....	Gold.....	Yen.....	.498	Gold: mohur (\$7.105). Silver: rupee and divisions.
Liberia.....	Gold.....	Dollar.....	1.000	Gold: 5, 10, 20, 50, and 100 lire. Silver: 5 lire.
Mexico.....	Silver.....	Dollar.....	.473	Gold: 5, 10, and 20 yen. Silver: 10, 20, and 50 sen.
Netherlands.....	Gold and silver	Florin.....	.402	Gold: dollar (\$0.983), 2 $\frac{1}{2}$, 5, 10, and 20 dollars. Silver: dollar (or peso) and divisions.
Newfoundland.....	Gold.....	Dollar.....	1.014	Gold: 10 florins. Silver: $\frac{1}{2}$, 1, and 2 $\frac{1}{2}$ florins.
Norway.....	Gold.....	Crown.....	.268	Gold: 2 dollars (\$2.027).
Persia.....	Silver.....	Kran.....	.080	Gold: 10 and 20 crowns.
Peru.....	Silver.....	Sol.....	.436	Gold: 10 and 20 toman (\$3.409). Silver: $\frac{1}{4}$, $\frac{1}{2}$, 1, 2, and 5 kran.
Portugal.....	Gold.....	Milreis.....	1.080	Gold: $\frac{1}{4}$, 1, and 2 toman (\$3.409). Silver: $\frac{1}{4}$, $\frac{1}{2}$, 1, 2, and 5 kran.
Russia.....	Gold.....	Ruble.....	.515	Silver: sol and divisions.
Spain.....	Gold and silver	Peseta.....	.193	Gold: 1, 2, 5, and 10 milreis.
Sweden.....	Gold.....	Crown.....	.268	Gold: 1, 2, 5, and 10 milreis.
Switzerland.....	Gold and silver	Franc.....	.193	Gold: imperial, 15 rubles (\$7.718), and $\frac{1}{2}$ imperial, $\frac{7}{8}$ rubles (\$3.859). Silver: $\frac{1}{4}$, $\frac{1}{2}$, and 1 ruble.
Turkey.....	Gold.....	Plaster.....	.044	Gold: 25 pesetas. Silver: 5 pesetas.
Uruguay.....	Gold.....	Peso.....	1.034	Gold: 10 and 20 crowns.
Venezuela.....	Gold and silver	Bolivar.....	.193	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.

*The coins of silver-standard countries are valued by their pure silver contents, at the average market price of silver for the three months preceding the date of this circular.

†The "British dollar" has the same legal value as the Mexican dollar in Hongkong, the Straits Settlements, and Labuan.

‡Value of the Rupee to be determined by Consular Certificate.

Respectfully,

GEO. E. ROBERTS,
Director of the Mint.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., April 1, 1900.

The foregoing estimate by the Director of the Mint, of the values of foreign coins, I hereby proclaim to be the values of such coins in terms of the money of account of the United States, to be followed in estimating the value of all foreign merchandise exported to the United States on or after April 1, 1900, expressed in any of such metallic currencies.

L. J. GAGE,
Secretary of the Treasury.

CIRCULAR No. 570.

DUTIES OF CARRIERS WITH RESPECT TO ISSUING STAMPED RECEIPTS UNDER THE WAR-REVENUE ACT
AS INTERPRETED BY THE DECISION OF THE UNITED STATES SUPREME COURT, FILED APRIL 16, 1900.

Treasury Department,
OFFICE OF THE
COMMISSIONER OF INTERNAL REVENUE,

Washington, D. C., May 14, 1900.

The following are the special provisions of the war-revenue act relating to the duties of carriers in issuing receipts for goods received for transportation:

Express and freight: It shall be the duty of every railroad or steamboat company, carrier, express company, or corporation or person whose occupation is to act as such, to issue to the shipper or consignor, or his agent, or person from whom any goods are accepted for transportation, a bill of lading, manifest, or other evidence of receipt and forwarding for each shipment received for carriage and transportation, whether in bulk or in boxes, bales, packages, bundles, or not so inclosed or included; and there shall be memorandum, and to each duplicate thereof, a stamp of the value of one cent: *Provided*, That but one bill of lading shall be required on bundles or packages of newspapers when inclosed in one general bundle at the time of shipment. Any failure to issue such bill of lading, manifest, or other memorandum, as herein provided, shall subject such railroad or steamboat company, carrier, express company, or corporation or person to a penalty of fifty dollars for each offense, and no such bill of lading, manifest, or other memorandum shall be used in evidence unless it shall be duly stamped as aforesaid.

In the case of the American Express Company *v.* Fred A. Maynard, the United States Supreme Court has held, in an opinion filed April 16, 1900 (Treasury Decisions, vol. 3, No. 17, Int. Rev. No. 100), in construing the above provision, that the express company is not forbidden from shifting the burden of the stamp tax by an increase of rates which are not in themselves unreasonable.

The court did not hold that it was not the duty of the express company to give a duly stamped receipt to the shipper for each shipment, but that the tax might be shifted by an increased charge for transportation within the limits of what is reasonable.

In conformity with the foregoing opinion the following rulings are promulgated for the guidance of all concerned:

(1) The obligation of every carrier receiving goods for domestic transportation to issue a stamped receipt therefor, with the stamp duly canceled, is absolute and without exception, under a penalty, for failure, of fifty dollars for each offense. The Commissioner of Internal-Revenue has no jurisdiction whatever in the matter of the increased rate which the Supreme Court states the carrier may charge the shipper for the purpose of indemnifying himself for the stamp tax, except in the case of goods transported for the United States.

(2) Where officers of the United States ship goods by carrier, and the carrier has no existing contract with the United States, whereby the said goods are to be carried at a fixed rate, the stamped receipt must be issued to the officer by the carrier, and the officer may pay an additional rate, not exceeding 1 cent for any one shipment, and it will be allowed in his accounts.

(3) Where officers of the United States ship goods by carrier, and the carrier has an existing contract with the United States, whereby such goods are to be carried at a fixed rate, the carrier must issue to the officer a stamped receipt duly canceled for each shipment, as in other cases, but the officer must not pay any increased rate for transportation, such rate having already been fixed by contract. See opinion of Attorney-General, dated August 26, 1898, published in Treasury Decisions (vol. 2, 1898, No. 19996).

The obligation of the carrier to issue *duplicate* receipts to shippers is not imperative, as in the case of originals, but if the carrier issues duplicates he must stamp them.

The word "receipt," whenever used in this circular, must be understood as including bills of lading, manifests, or other memoranda.

G. W. WILSON,

Commissioner.

ATTACHING INTERNAL REVENUE STAMPS TO EXPRESS RECEIPTS.

1900.

Department Circular No. 95.

Division of Public Moneys.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., June 22, 1900.

To Assistant Treasurers of the United States, Collectors and Surveyors of Customs, Collectors of Internal Revenue, Receivers of Public Moneys, Clerks of the United States Courts, and all other Officers or Agents of the United States engaged in collecting, depositing, or transmitting Public Moneys.

Attention is hereby called to the provisions of Circular No. 570, issued by the Commissioner of Internal Revenue, under date of May 14, 1900, publishing the law relating to the duties of carriers in issuing receipts for goods delivered to them for transportation and the interpretation thereof by the United States Supreme Court.

All public officers hereafter making shipments of public moneys under the contract with the United States Express Company will see that each receipt issued therefor is stamped by and at the expense of the express company receiving the shipment. Should express agents refuse to furnish such stamped receipts, the matter will at once be reported to the Department, in order that proper instructions may be given them through the United States Express Company.

Public officers will forward to this office as soon as practicable after receipt of this circular a report showing the total number of money shipments made by them or their respective deputies under the contract with the United States Express Company from July 1, 1898, to June 1, 1900, for which unstamped receipts were issued.

O. L. SPAULDING,

Acting Secretary.

THE SECRETARY OF THE ARMY

WASHINGTON, D. C.

DEPARTMENT OF THE ARMY

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

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DEPARTMENT OF THE ARMY

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

ORDERS FOR TRAVELING AND ALLOWANCES FOR TRAVELING EXPENSES.—SUPERSEDING ALL PREVIOUS REGULATIONS.

1900.
Department Circular No. 135.
Division of Appointments.

Treasury Department,
OFFICE OF THE SECRETARY.

Washington, D. C., September 5, 1900.

To Officers and Employees of the Treasury Department and Others concerned :

The attention of the officers and employees of the Department is called to the following provisions of the act entitled, "An act making appropriations for the support of the Army for the fiscal year ending June thirtieth, one thousand eight hundred and seventy-five, and for other purposes," approved June 16, 1874 :

* * * *Provided*, That only actual traveling expenses shall be allowed to any person holding employment or appointment under the United States, and all allowances for mileage and transportation in excess of the amount actually paid are hereby declared illegal ; and no credit shall be allowed to any of the disbursing officers of the United States for payments or allowances in violation of this provision.
* * *

And it is hereby directed that all travel orders or authorizations for travel required in the transaction of the business of the Treasury Department shall hereafter be signed by the Secretary of the Treasury or an Assistant Secretary of the Treasury except in the conduct of the Internal Revenue Service ; but this exception shall not include the office force of the Internal Revenue Bureau in Washington.

In cases of exigency only, when imperatively necessary for the prompt transaction of public business, orders involving travel may be issued by the heads of bureaus and offices, who are hereby authorized to sign orders of this character and report the same promptly to the Secretary's Office for approval. The expense incurred will not be allowed without such approval.

In accordance with the foregoing provisions and requirements, persons traveling upon the official business of this Department will hereafter be allowed their "actual traveling expenses" usual and essential to the ordinary comfort of travelers, embraced in the following items of expenditure :

Actual fares on railroads, steamboats, and other conveyances, by the shortest practicable route, the hire of special transportation where there are no regular means of conveyance, street car, omnibus, or transfer coach fare to and from depots and hotels, and where there are no such conveyances, moderate and necessary hack hire, and reasonable fees to porters and expressmen. Sleeping car fare for one double berth for each person, or customary stateroom accommodation on steamboats and other vessels, one seat in parlor car, and lodgings and actual board in hotels at a rate not greater than \$5 per day ; reasonable expense for laundering where the travel continues for a week or more. Hotel bills and receipts will be taken in all cases where it is practicable to obtain them, and must accompany accounts as vouchers. No

charge will be allowed for hotel bills when the detention is unnecessary for the performance of the duties for which travel is required.

Accounts will be rendered upon a form approved by the Department, which shall be accompanied by expense vouchers, itemized as far as possible. A copy of the order under which the expenses were incurred must also accompany each account.

Each account must be sworn to by the person rendering it as just and true in all respects, and must state that the services specified therein were actually performed; that the expenses charged were actually and necessarily incurred and paid at the dates specified; that the distances as charged were actually and necessarily traveled, and that no part of the travel was under a free pass on any railway, steamboat, or other conveyance.

The chief officer of the bureau or branch of service for which the services mentioned in the order of the Department accompanying the account were performed, must certify that such services were performed; that they were necessary and proper, and that the prices paid for travel, etc., were just and reasonable.

No account for traveling expenses shall be paid unless rendered upon the proper voucher and approved by the Secretary of the Treasury or one of the Assistant Secretaries.

O. L. SPAULDING,
Acting Secretary.

VALUES OF FOREIGN COINS.

1900.
Department Circular No. 143.

Treasury Department,

BUREAU OF THE MINT,

Washington, D. C., October 1, 1900.

Hon. LYMAN J. GAGE,

Secretary of the Treasury.

SIR: In pursuance of the provisions of section 25 of the act of August 28, 1894, I present in the following table an estimate of the values of the standard coins of the nations of the world:*

VALUES OF FOREIGN COINS.

COUNTRY.	Standard.	Monetary unit.	Value in terms of U. S. gold dollar.	Coins.
Argentine Republic.....	Gold.....	Peso.....	\$0.965	Gold: argentine (\$4.824) and $\frac{1}{2}$ argentine. Silver: peso and divisions.
Austria-Hungary.....	Gold.....	Crown.....	.203	Gold: former system—4 florins (\$1.929), 8 florins (\$3.858), ducat (\$2.287) and 4 ducats (\$9.149). Silver: 1 and 2 florins.
Belgium.....	Gold.....	Franc.....	.193	Gold: present system—20 crowns (\$4.052); 10 crowns (\$2.026).
Bolivia.....	Silver.....	Boliviano.....	.451	Gold: 10 and 20 francs. Silver: 5 francs.
Brazil.....	Gold.....	Milreis.....	.546	Silver: boliviano and divisions.
British Possessions, N. A. (except Newf'nd). Central Amer. States— Costa Rica.....	Gold.....	Dollar.....	1.000	Gold: 5, 10, and 20 milreis. Silver: $\frac{1}{2}$, 1, and 2 milreis.
British Honduras.....	Gold.....	Colon.....	.465	Gold: 2, 5, 10, and 20 colons (\$9.307). Silver: 5, 10, 25, and 50 centimos.
Guatemala.....	Gold.....	Dollar.....	1.000	
Honduras.....	Silver.....	Peso.....	.451	Silver: peso and divisions.
Nicaragua.....				
Salvador.....				
Chile.....	Gold.....	Peso.....	.365	Gold: escudo (\$1.825), doubloon (\$3.650), and condor (\$7.300). Silver: peso and divisions.
		Amoy.....	.729	
		Canton.....	.727	
		Chefoo.....	.697	
		Chin Kiang.....	.712	
		Fuchau.....	.674	
		Haikwan (Customs).....	.742	
China.....	Silver.....	Tael.....	.682	
		Hankow.....	(†)	
		Hongkong.....	.684	
		Niuchwang.....	.701	
		Ningpo.....	.666	
		Shanghai.....	.674	
		Swatow.....	.734	
		Takau.....	.707	
		Tientsin.....	.451	
Colombia.....	Silver.....	Peso.....	.926	Gold: condor (\$9.647) and double-condor. Silver: peso.
Cuba.....	Gold.....	Peso.....	.268	Gold: Doubloon Isabella, centen (\$5.017). Alphonse (\$4.823). Silver: peso.
Denmark.....	Gold.....	Crown.....	.451	Gold: 10 and 20 crowns.
Ecuador.....	Silver.....	Sucre.....	4.943	Gold: condor (\$9.647) and double-condor. Silver: sucre and divisions.
Egypt.....	Gold.....	Pound (100 piasters).....	.193	Gold: pound (100 piasters), 5, 10, 20, and 50 piasters. Silver: 1, 2, 5, 10, and 20 piasters.
Finland.....	Gold.....	Mark.....	.193	Gold: 20 marks (\$3.859), 10 marks (\$1.93)
France.....	Gold.....	Franc.....	.238	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
German Empire.....	Gold.....	Mark.....	4.866 $\frac{1}{2}$	Gold: 5, 10, and 20 marks.
Great Britain.....	Gold.....	Pound sterling.....	.193	Gold: sovereign (pound sterling) and $\frac{1}{2}$ sovereign.
Greece.....	Gold.....	Drachma.....	.965	Gold: 5, 10, 20, 50, and 100 drachmas. Silver: 5 drachmas.
Haiti.....	Gold and silver.....	Gourde.....	.324	Gold: $\frac{1}{2}$, 1, and 2 gourdes. Silver: gourde and divisions.
India.....	Gold.....	Rupee†.....	.193	Gold: sovereign (\$4.8665). Silver: rupee and divisions.
Italy.....	Gold.....	Lira.....	.498	Gold: 5, 10, 20, 50, and 100 lire. Silver: 5 lire.
Japan.....	Gold.....	Yen.....	1.000	Gold: 5, 10, and 20 yen. Silver: 10, 20, and 50 sen.
Liberia.....	Gold.....	Dollar.....	.490	Gold: dollar (\$0.983), $2\frac{1}{2}$, 5, 10, and 20 dollars. Silver: dollar (or peso) and divisions.
Mexico.....	Silver.....	Dollar.....	.402	Gold: 10 florins. Silver: $\frac{1}{2}$, 1, and $2\frac{1}{2}$ florins.
Netherlands.....	Gold.....	Florin.....	1.014	Gold: 2 dollars (\$2.027).
Newfoundland.....	Gold.....	Dollar.....	.268	Gold: 10 and 20 crowns.
Norway.....	Gold.....	Crown.....	.083	Gold: $\frac{1}{2}$, 1, and 2 toman (\$3.409). Silver: $\frac{1}{4}$, $\frac{1}{2}$, 1, 2, and 5 krans.
Persia.....	Silver.....	Kran.....	.487	Gold: libra (4.8665). Silver: sol and divisions.
Peru.....	Gold.....	Sol.....	1.080	Gold: 1, 2, 5, and 10 milreis.
Portugal.....	Gold.....	Milreis.....	.515	Gold: imperial, 15 rubles (\$7.718), and $\frac{1}{2}$ imperial, $7\frac{1}{2}$ rubles (\$3.859). Silver: $\frac{1}{4}$, $\frac{1}{2}$, and 1 ruble.
Russia.....	Gold.....	Ruble.....	.193	Gold: 25 pesetas. Silver: 5 pesetas.
Spain.....	Gold.....	Peseta.....	.268	Gold: 10 and 20 crowns.
Sweden.....	Gold.....	Crown.....	.193	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
Switzerland.....	Gold.....	Franc.....	.044	Gold: 25, 50, 100, 250, and 500 piasters.
Turkey.....	Gold.....	Piaster.....	1.034	Gold: peso. Silver: peso and divisions.
Uruguay.....	Gold.....	Peso.....	.193	Gold: 5, 10, 20, 50, and 100 bolivars. Silver: 5 bolivars.
Venezuela.....	Gold.....	Bolivar.....		

* The coins of silver-standard countries are valued by their pure silver contents, at the average market price of silver for the three months preceding the date of this circular.
† The "British dollar" has the same legal value as the Mexican dollar in Hongkong, the Straits Settlements, and Labuan.
‡ The sovereign is the standard coin of India, but the rupee is the money of account, current at 15 to the sovereign.

Respectfully,

GEO. E. ROBERTS,

Director of the Mint.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., October 1, 1900.

The foregoing estimate by the Director of the Mint, of the values of foreign coins, I hereby proclaim to be the values of such coins in terms of the money of account of the United States, to be followed in estimating the value of all foreign merchandise exported to the United States on or after October 1, 1900, expressed in any of such metallic currencies.

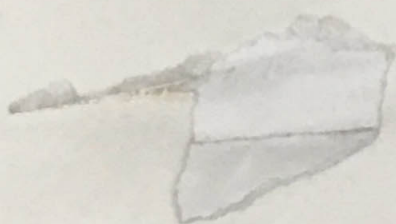
O. L. SPAULDING,
Acting Secretary of the Treasury.

Treasury Department
Office of the Secretary

Washington, D. C., October 1, 1901

Very respectfully,
The Secretary of the Treasury
has the honor to acknowledge the receipt of your letter of the 29th inst.
and in reply to inform you that the same has been forwarded to the
proper authorities for their consideration.

G. A. SPRADLING,
Acting Secretary of the Treasury



GOVERNMENT RATES FOR TELEGRAPHING.

1900.

Department Circular No. 121.

Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., July 27, 1900.

To Officers and Employees of the Treasury Department and Others concerned:

The following communication from the Postmaster-General, prescribing rates to be paid by the Government for telegraphing for the fiscal year ending June 30, 1901, is published for the information of officers of the Treasury Department and others whom it may concern. Officers of this Department are specially informed that no charges in excess of these rates will be allowed by the accounting officers.

The Department and office should be designated upon all official telegrams sent.

L. J. GAGE,

Secretary.

RATES OF PAY FOR COMMUNICATIONS BY TELEGRAPH.

POST-OFFICE DEPARTMENT, *Washington, D. C., June 30, 1900.*

ORDER No. 742.

Pursuant to the authority vested in the Postmaster General by the act of Congress entitled "An Act to aid in the construction of telegraph lines, and to secure to the Government the use of the same for postal, military, and other purposes," approved July 24, 1866, and by the Revised Statutes of the United States, Title LXV, I hereby fix the rates at which such communications as the said statutes prescribe (not including those passing over circuits established by the Chief of the Weather Bureau, Department of Agriculture) shall be sent during the fiscal year beginning July 1, 1900, and terminating June 30, 1901, by the several companies within the effect of said statutes, as follows:

For day messages containing not more than twenty (20) words, exclusive of place from and date, twenty (20) cents, not exceeding one thousand (1,000) miles, and one cent for each additional word. One quarter of this rate to be added for each five hundred (500) miles, or fraction thereof, but no rate on a message of twenty (20) words to be more than forty (40) cents, nor on an additional word more than two (2) cents. The rate between all points in any State, Territory, or the District of Columbia shall be twenty (20) cents for twenty (20) words, and one cent for each additional word.

In cases where the price of a message, determined as herein provided, shall include a fraction of a cent, such fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as one cent.

For night messages not exceeding twenty (20) words, exclusive of place from and date, fifteen (15) cents for any distance within two thousand (2,000) miles, and for greater distances twenty-five (25) cents; in each case one cent for each additional word.

Instead of computing the actual distances of transmission, the distance for payment shall in all cases be taken absolutely to be the number of miles between the capital of the State or Territory, or from the city of Washington, if from within the District of Columbia, from within which (whatever the place) the message is sent, and the capital of the State or Territory, or the city of Washington, if within the District of Columbia, within which (whatever the place) the message is received, as shown in the accompanying

table, wherein such distances are given as computed upon the shortest practicable route between such capitals, and which is to be taken as part of this order.

But it is provided that if, on the 1st day of July, 1900, or at any time during the ensuing year, any such company shall charge the public for a message of ten words or less, exclusive of the date, address, and signature, a less rate than is herein fixed for twenty words, exclusive of place from and date, the rates here prescribed shall, as to such company, thenceforth during the year be reduced to the rates so charged to the public.

The statutes provide that telegrams between the several Departments of the Government and their officers and agents, in their transmission over the lines of any such company, shall have priority over all other business. All officers of the United States sending such telegrams should indorse thereon the words "Official Business," and should report to the Postmaster-General any failure to transmit them in such priority, and any charge made in excess of the rates above prescribed.

Each company will be allowed to charge for messages received from another line at the same rate as if received from the Government direct, at the point of transfer for transmission over its own line.

CH. EMORY SMITH, *Postmaster-General.*

Telegraph companies which have accepted the conditions of the act of July 24, 1866, and which are subject to the provisions of the order of the Postmaster-General fixing Government rates.

The following is a list of telegraph companies that have filed acceptance of the provisions of the act of July 24, 1866, up to the present date:

1. The American Submarine Telegraph Company of New York, N. Y. Received and filed July 24, 1866.
2. The National Telegraph Company of New York, N. Y. Received and filed July 30, 1866.
3. The Globe Insulated Lines Telegraph Company of New York, N. Y. Received and filed July 31, 1866.
4. International Telegraph Company of Portland, Me. Received and filed October 6, 1866.
5. The Atlantic and Pacific Telegraph Company of New York, N. Y. Received and filed March 19, 1867.
6. The Franco-American Land and Ocean Telegraph Company of New York, N. Y. Received and filed April 6, 1867.
7. The Globe Telegraph Company of New York. Received and filed May 30, 1867.
8. Mississippi Valley National Telegraph Company of St. Louis, Mo. Received and filed June 4, 1867.
9. Western Union Telegraph Company of New York. Received and filed June 8, 1867.
10. Northwestern Telegraph Company of Kenosha, Wis. Received and filed June 30, 1867.
11. Great Western Telegraph Company of New York. Received and filed January 17, 1868.
12. The Franklin Telegraph Company of Boston, Mass. Received and filed April 17, 1868.
13. The Insulated Lines Telegraph Company of Boston, Mass. Received and filed April 13, 1868.
14. Pacific and Atlantic Telegraph Company of Pittsburg, Pa. Received and filed July 22, 1868.
15. The Atlantic and Pacific States Telegraph Company of Sacramento, Cal. Received and filed September 7, 1868.
16. The Eastern Telegraph Company of Philadelphia, Pa. Received and filed October 5, 1868.
17. The Delaware River Telegraph Company of Philadelphia, Pa. Received and filed October 23, 1868.
18. Cape May and Shore Telegraph Company of New York City. Received and filed April 2, 1869.
19. Peninsula Telegraph Company of New York City. Received and filed May 9, 1869.
20. Ocean Telegraph Company of Boston, Mass. Received and filed July 15, 1869.
21. The American Cable Company of New York. Received and filed April 15, 1870.
22. Southern and Atlantic Telegraph Company of Philadelphia, Pa. Received and filed July 22, 1870.
23. International Ocean Telegraph Company of New York City. Received and filed January 20, 1871.
24. Missouri River Telegraph Company of Sioux City, Iowa. Received and filed May 3, 1871.
25. The Marine and Inland Telegraph Company of New Jersey, 715 Locust street, Philadelphia, Pa. Received and filed November 27, 1872.
26. Atlantic and Pacific Telegraph Company of Missouri. Executive Office, 145 Broadway, New York City. Received and filed May 8, 1877.
27. New Jersey and New England Telegraph Company. Received and filed November 21, 1878. Address A. L. Worthington, No. 10 Green street, Trenton, N. J.

28. The American Rapid Telegraph Company, 41 Wall street, New York. Received and filed April 12, 1879. Special rates received and filed April 1, 1881.
29. Central Union Telegraph Company, 145 Broadway, New York. Received and filed May 9, 1879.
30. New York Land and Ocean Telegraph Company. Received and filed May 10, 1879.
31. Deseret Telegraph Company, Salt Lake City, Utah. Received and filed May 19, 1879.
32. American Union Telegraph Company of New York, 145 Broadway, New York. Received and filed July 1, 1879.
33. The American Union Telegraph Company of Missouri, Chas. S. Greely, President, St. Louis, Mo. Received and filed July 9, 1879.
34. Wabash Railway Company, Cyrus W. Field, President, New York. Received and filed July 11, 1879.
35. The American Union Telegraph Company of New Jersey, D. H. Bates, President, Jersey City, N. J. Received and filed July 17, 1879.
36. The Baltimore and Ohio Railroad Company of Maryland, John W. Garrett, President, Baltimore, Md. Received and filed July 18, 1879.
37. The American Union Telegraph Company of Baltimore City, Md. Received and filed July 31, 1879.
38. The Deer Lodge Telegraph Company of Butte City, Mont. Received and filed August 30, 1879.
39. The American Union Telegraph Company of Pennsylvania, D. H. Bates, President, Philadelphia. Received and filed September 4, 1879.
40. The American Union Telegraph Company of Indiana, Lafayette, Ind. Received and filed September 12, 1879.
41. The Cheyenne and Black Hills Telegraph Company, W. H. Hibbard, Superintendent, Cheyenne, Wyo. Received and filed November 7, 1879.
42. The American Union Telegraph Company of Ohio, Frank B. Swayne, President, Toledo, Ohio. Received and filed November 8, 1879.
43. The American Union Telegraph Company of Louisiana, Ed. Leloup, Secretary, New Orleans, La. Received and filed March 1, 1880.
44. Baltimore and Ohio Telegraph Company of Ohio, Geo. Hoadley, President, Cincinnati, Ohio. Received and filed September 3, 1880.
45. The Wabash, St. Louis and Pacific Railway Company of St. Louis, Mo., Solon Humphreys, President, No. 80 Broadway, New York. Received and filed September 13, 1880.
46. Baltimore and Ohio Telegraph Company of Illinois, C. H. Hudson, President, No. 81 South Clark street, Chicago, Ill. Received and filed September 23, 1880.
47. Frontier Telegraph Company of Texas, G. O. Appleby, President, Lampasas, Tex. Received and filed October 25, 1880.
48. Bankers and Merchants' Telegraph Company of New Jersey, J. Heron Crosman, President, No. 58 Broadway, New York, N. Y. Received and filed April 21, 1881.
49. Bankers and Merchants' Telegraph Company of New York, Wm. W. Maris, President, No. 58 Broadway, New York, N. Y. Received and filed June 8, 1881.
50. Mutual Union Telegraph Company of Illinois, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed October 24, 1881.
51. Mutual Union Telegraph Company of Missouri, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed November 14, 1881.
52. New Jersey Mutual Telegraph Company, Jno. H. Walker, Secretary, Newark, N. J. Received and filed November 17, 1881.
53. Bankers and Merchants' Telegraph Company, Wm. W. Maris, President, 58 Broadway, New York. Received and filed December 8, 1881.
54. The Baltimore and Ohio Telegraph Company, Welty McCullogh, Secretary, Pittsburg, Pa. Received and filed March 6, 1882.
55. East Tennessee Telephone Company, D. I. Carson, Secretary, New York. Received and filed May 31, 1882.
56. Southern Telegraph Company, James F. Cox, President, 48 Exchange Place, New York. Received and filed August 4, 1882.
57. Postal Telegraph Company, A. W. Beard, President, 2 Wall street, New York. Received and filed August 31, 1882.
58. Bankers and Merchants' Telegraph Company of Baltimore City, J. G. Chase, Secretary, 58 Broadway, New York. Received and filed December 14, 1882.
59. Mutual Union Telegraph Company of New York, John G. Moore, President, New York, N. Y. Received and filed March 5, 1883.

60. The Baltimore and Ohio Telegraph Company in Pennsylvania, J. B. Washington, Secretary, Pittsburg, Pa. Received and filed March 17, 1883.
61. The Baltimore and Ohio Telegraph Company of Indiana, Geo. P. Frick, President; Dan'l T. Downey, Secretary, Baltimore, Md. Received and filed July 17, 1883.
62. The Baltimore and Ohio Telegraph Company of the State of New York, Geo. P. Frick, President; Edward R. Golliday, Secretary, Baltimore, Md. Received and filed July 17, 1883.
63. The Northern and Southern Telegraph Company, corner State and Bridge streets, New York City, John F. Davis, President; Wm. H. Harfield, Secretary. Received and filed September 28, 1883.
64. Baltimore and Ohio Telegraph Company of New Jersey, Geo. P. Frick, President; Edward R. Golliday, Secretary, Trenton, N. J. Received and filed November 7, 1883.
65. National Telegraph Company of New York, Calvin S. Brice, President, New York, N. Y.; F. E. Worcester, Secretary. Received and filed January 31, 1884.
66. Philadelphia and Seaboard Telegraph Company of New Jersey, Milton Cowperthwaite, Secretary, Camden, N. J. Received and filed February 23, 1884.
67. Providence and Pascoag Telegraph Company of Rhode Island, D. H. Bates, President, New York; F. Jessen, Secretary. Received and filed July 10, 1884.
68. Baltimore and Ohio Telegraph Company of Missouri, Geo. P. Frick, President, Baltimore, Md. Received and filed July 18, 1884.
69. Baltimore and Ohio Telegraph Company of Louisiana, D. H. Bates, President, Baltimore, Md. Received and filed July 25, 1884.
70. The New England Telegraph Company, F. A. McKeone, President, New York. Received and filed July 26, 1884.
71. The Baltimore and Ohio Telegraph Company of Texas, D. H. Bates, President, New York. Received and filed August 13, 1884.
72. The New England Telegraph Company of Massachusetts, Dan. S. Robeson, New York, Vice-President. Received and filed September 5, 1884.
73. The Chesapeake and Ohio Telegraph Lines, C. W. Smith, General Manager, Richmond, Va. Received and filed September 29, 1884.
74. The Baltimore and Ohio Telegraph Company of Massachusetts, D. H. Bates, President, Boston, Mass. Received and filed December 15, 1884.
75. The Postal Telegraph and Cable Company, Henry Rosener, Second Vice-President, New York. Received and filed January 29, 1885.
76. The Pacific Telegraph Company, Geo. H. Myers, Secretary, Kansas City, Mo. Received and filed July 27, 1885.
77. The Baltimore and Ohio Telegraph Company of Baltimore County, Maryland, D. H. Bates, President, Baltimore, Md. Received and filed February 20, 1886.
78. Postal Telegraph-Cable Company, Jas. H. Withington, President, New York. Received and filed April 6, 1886.
79. The North American Telegraph Company, W. H. Eustis, Secretary, Minneapolis, Minn. Received and filed April 22, 1886.
80. The San Juan Telegraph Company, W. E. Block, Secretary, Ouray, Colorado. Received and filed June 9, 1886.
81. Pacific Postal Telegraph-Cable Company, Henry Rosener, President, New York, N. Y. Received and filed July 20, 1886.
82. The Baltimore and Ohio Telegraph Company of Pennsylvania, R. Duryea, Secretary, Baltimore, Md. Received and filed September 11, 1886.
83. The Manhattan Railway Company, D. W. McWilliams, Secretary, New York, N. Y. Received and filed October 6, 1886.
84. The Pacific Mutual Telegraph Company, George M. Myers, Secretary, Rosedale, Kans. Received and filed February 24, 1887.
85. The Empire and Bay State Telegraph Company, Henry Macdona, Secretary, New York, N. Y. Received and filed July 12, 1887.
86. The Spokane Falls and Wardner Telephone-Telegraph Lines, W. S. Norman, Owner, Spokane, Wash. Received and filed August 17, 1887.
87. The Rocky Mountain Telegraph Company, W. M. Cairns, General Manager, Butte, Mont. Received and filed August 18, 1887.
88. The Central Arizona Telegraph Company, L. H. Wilson, President, Prescott, Ariz. Received and filed October 6, 1887.
89. W. S. Norman's U. S. Military Telegraph Line. Between Fort Cœur d'Alene and Spokane Falls. W. S. Norman, Spokane, Wash. Received and filed October 13, 1887.
90. The Wyoming Inland Telegraph Company, F. B. Proctor, Secretary, Buffalo, Wyo. Received and filed October 19, 1887.

91. The Chicago Postal Telegraph Company, Marcus Pollasky, President, Chicago, Ill. Received and filed January 3, 1888.
92. The Western Union Telegraph Company of Baltimore City, Richard J. Bloxham, President, Baltimore, Md. Received and filed January 7, 1889.
93. The Southern Bell Telephone and Telegraph Company, D. I. Carson, Secretary, 195 Broadway, New York. Received and filed February 18, 1889.
94. The Washington and Idaho Telegraph Company, E. B. Spencer, Secretary, Spokane, Wash. Received and filed May 11, 1889.
95. The Continental Telegraph Company, E. L. Martin, President, Kansas City, Mo. Received and filed May 27, 1889.
96. The Maryland Central Railway Company, C. F. Kerchner, Secretary, Baltimore, Md. Received and filed September 6, 1889.
97. The Edison Mutual Telegraph Company, Titus Sheared, President, Van Wert, Ohio. Received and filed November 11, 1889.
98. The Atlantic Postal Telegraph-Cable Company, A. B. Chandler, President, 1 Broadway, New York, N. Y. Received and filed August 2, 1890.
99. The New York Submarine Cable and Telegraph Company, S. F. Austin, Secretary, Brooklyn, N. Y. Received and filed September 2, 1892.
100. New England Printing Telegraph Company, Charles O. Billings, President, Boston, Mass. Received and filed December 5, 1892.
101. Rocky Mountain Bell Telephone Company, Geo. Y. Wallace, President, Salt Lake City, Utah. Received and filed June 12, 1893.
102. Oregon Telegraph and Telephone Company, W. B. King, President, Portland, Oregon. Received and filed September 1, 1893.
103. Cie Française du Telegraphe du Paris à New York, M. LeFaivre, President. Received and filed October 11, 1893.
104. U. S. Postal Printing Telegraph Company, J. W. Rogers, President, Washington, D. C. Received and filed December 21, 1894.
105. The Board of Trade Telegraph Company, A. B. Chandler, President, New York, N. Y. Received and filed April 2, 1895.
106. The Electric News and Money Transfer Company, Allan Macdonell, President, Jersey City, N. J. Received and filed July 16, 1895.
107. The Western Telephone and Telegraph Company, Geo. W. Beers, President, Lima, Ohio. Received and filed November 25, 1895.
108. The Standard Telegraph and Telephone Company, James S. Clarkson, President, New York, N. Y. Received and filed January 4, 1896.
109. The New England Printing Telegraph Company of Massachusetts, J. R. Clark, Secretary, Boston, Mass. Received and filed February 12, 1896.
110. The Postal Telegraph-Cable Company of Texas, Geo. B. Perham, Secretary and Treasurer, Lowell, Mass. Received and filed May 18, 1896.
111. The Postal Telegraph-Cable Company of Arkansas, James Thorpe, Acting Secretary and Treasurer, Lowell, Mass. Received and filed May 28, 1896.
112. The Postal Telegraph-Cable Company of Texas, George B. Perham, Secretary and Treasurer, Lowell, Mass. Received and filed May 28, 1896.
113. The Postal Telegraph-Cable Company of Louisiana, J. H. McLeary, President, New Orleans, La. Received and filed June 11, 1896.
114. The Postal Telegraph-Cable Company of Massachusetts, H. J. Pettengill, President, Boston, Mass. Received and filed September 11, 1896.
115. The Citizens' Telephone Company of Pennsylvania, Frank E. Sherwood, President, Honesdale, Pa. Received and filed April 8, 1897.
116. The Carolina Mutual Telephone and Telegraph Company of Charleston, S. C., T. Moultrie Mordecai, Vice-President, Charleston, S. C. Received and filed June 7, 1897.
117. The Postal Telegraph Company of Illinois, Leander D. Parker, President, Chicago, Ill. Received and filed June 17, 1897.
118. The Southwestern Telegraph and Telephone Company of New York, George B. Perham, Secretary, Lowell, Mass. Received and filed July 17, 1897.

119. The Southwestern Telegraph and Telephone Company of Texas, Charles J. Glidden Secretary, Lowell, Mass. Received and filed July 17, 1897.
120. The Spokane and B. C. Telegraph and Telephone Company, R. M. White, Secretary, Meyers Falls, Wash. Received and filed July 19, 1897.
121. The Empire Telephone and Telegraph Company, D. A. Reynolds, President, 803 New York Life Building, New York, N. Y. Received and filed September 28, 1897.
122. The National Telephone and Telegraph Company, George W. Beers, President, Fort Wayne, Ind. Received and filed October 2, 1897.
123. The Northwestern Telephone Exchange Company, George B. Perham, Secretary, Lowell, Mass. Received and filed October 8, 1897.
124. The Southwestern Telephone and Telegraph Company of Arkansas, Charles J. Glidden, President, Lowell, Mass. Received and filed November 13, 1897.
125. The Sunset Telephone and Telegraph Company, John I. Sabin, President, San Francisco, Cal. Received and filed December 14, 1897.
126. The Cumberland Telephone and Telegraph Company, James E. Caldwell, President, Nashville, Tenn. Received and filed January 8, 1898.
127. The United Telegraph, Telephone and Electric Company, John G. Earle, President, Chicago, Ill. Received and filed March 25, 1898.
128. The Minnesota Central Telephone Company, D. N. Tallman, President, Minneapolis, Minn. Received and filed April 4, 1898.
129. The Inland Telephone and Telegraph Company, John Lawrence, Vice-President, Spokane, Wash. Received and filed April 11, 1898.
130. The East Tennessee Telephone Company, O. F. Noel, President, Nashville, Tenn. Received and filed April 18, 1898.
131. The Postal Telegraph-Cable Company of Indiana, Welcome I. Capen, President, Indianapolis, Ind. Received and filed April 28, 1898.
132. The Southern Minnesota Telephone Company, Thomas A. Way, President, Slayton, Minn. Received and filed May 14, 1898.
133. The Southern Dakota Telephone Company, Thomas A. Way, President, Madison, S. Dak. Received and filed May 14, 1898.
134. The Western Electric Telephone Company, Thomas A. Way, Treasurer, Britt, Iowa. Received and filed May 14, 1898.
135. The Kinlock Telephone Company of Missouri, William F. Nolker, Vice-President, St. Louis, Mo. Received and filed May 20, 1898.
136. The American District Telegraph Company of Indiana, H. D. Bennett, President, Indianapolis, Ind. Received and filed June 9, 1898.
137. The Standard Telephone Company of Missouri, Thomas T. Crittenden, President, Kansas City, Mo. Received and filed June 20, 1898.
138. The American District Telegraph Company of Columbus, Ohio, William F. Burdell, Secretary, Columbus, Ohio. Received and filed July 6, 1898.
139. The Commercial Cable and Telegraph Company, J. O. Stevens, Assistant Secretary, 253 Broadway, New York, N. Y. Received and filed July 9, 1898.
140. The Iowa Telephone Company, C. E. Yost, President, Davenport, Iowa. Received and filed July 13, 1898.
141. Postal Telegraph Company, Chas. P. Bruch, Secretary, 1031-1033 Chestnut street, Philadelphia, Pa. Received and filed August 30, 1898.
142. Postal Telegraph and Cable Company No. 1, Chas. P. Bruch, Secretary, 1031-1033 Chestnut street, Philadelphia, Pa. Received and filed August 30, 1898.
143. Postal Telegraph and Cable Company No. 2, Chas. P. Bruch, Secretary, 1031-1033 Chestnut street, Philadelphia, Pa. Received and filed August 30, 1898.
144. Postal Telegraph and Cable Company No. 3, Chas. P. Bruch, Secretary, 1031-1033 Chestnut street, Philadelphia, Pa. Received and filed August 30, 1898.
145. The Union Telephone and Telegraph Company, Wm. A. Hughes, Secretary, Erie, Pa. Received and filed September 3, 1898.
146. The Central Dakota Telephone Company, E. G. Porter, Secretary, Aberdeen, S. Dak. Received and filed October 3, 1898.

147. The Hanamo Telephone Company, J. Woodson Smith, President, Maryville, Mo. Received and filed October 5, 1898.
148. The Owatonna Telephone Exchange Company, W. B. Porter, President, Owatonna, Minn. Received and filed October 8, 1898.
149. The Western Minnesota Telephone Company, E. G. Porter, Secretary, Glencoe, Minn. Received and filed October 14, 1898.
150. The Bucyrus Telephone Company, E. L. Barber, President, Bucyrus, Ohio. Received and filed November 3, 1898.
151. The Ottumwa Long Distance Telephone Company, J. C. Goddard, President, Ottumwa, Iowa. Received and filed November 29, 1898.
152. The Dakota Central Telephone Lines, W. G. Bickelhaupt, Secretary, Aberdeen, S. Dak. Received and filed December 8, 1898.
153. The Savannah Telephone Company, G. A. Haynie, President, Savannah, Mo. Received and filed January 3, 1899.
154. The Conway Telephone Company, G. A. Haynie, President, Conway, Iowa. Received and filed January 3, 1899.
155. The Minnesota Mutual Telephone and Telegraph Company, D. N. Tallman, President, Minneapolis, Minn. Received and filed January 5, 1899.
156. The Cleveland Telephone Company, Chas. J. Glidden, President, Lowell, Mass. Received and filed January 14, 1899.
157. The Michigan Telephone Company, George B. Perham, Secretary, Lowell, Mass. Received and filed January 28, 1899.
158. The Interstate Telegraph and Telephone Company, A. T. Presson, President, Lakeland, Minn. Received and filed January 28, 1899.
159. The People's Telephone Corporation of New York, D. R. James, President, 87 Nassau street, New York, N. Y. Received and filed February 6, 1899.
160. The Interstate Telephone Company of St. Joseph, Mo., H. W. Hansen, President, St. Joseph, Mo. Received and filed February 14, 1899.
161. The Boston and New York Telephone and Telegraph Company, Charles E. Adams, President, 89 State street, Boston, Mass. Received and filed March 4, 1899.
162. The Massachusetts Telephone and Telegraph Company, Z. S. Halbrook, President, 89 State street, Boston, Mass. Received and filed March 4, 1899.
163. The People's Telephone Company, J. W. Lobb, Secretary, Des Moines, Iowa. Received and filed April 10, 1899.
164. The Commercial Cable Company of Cuba, Albert Beck, Secretary, 253 Broadway, New York, N. Y. Received and filed April 17, 1899.
165. The Sheridan Telephone Company of Wyoming, W. G. Griffen, Vice-President, Sheridan, Wyo. Received and filed April 26, 1899.
166. The Buffalo Telephone Company, C. H. Parmelee, President, Buffalo, N. Y. Received and filed April 27, 1899.
167. The Fairmont Telephone Company of Fairmont, Minn., W. W. Ward, President, Fairmont, Minn. Received and filed May 10, 1899.
168. The Lackawanna Telephone Company, W. J. Lewis, President, Scranton, Pa. Received and filed May 12, 1899.
169. The People's Telephone Company, Abram Nesbitt, President, Wilkesbarre, Pa. Received and filed May 12, 1899.
170. The Old Kentucky Telephone and Telegraph Company, S. T. Prewitt, President, Pinegrove, Ky. Received and filed May 18, 1899.
171. The Wisconsin Telephone Company, Charles J. Glidden, President, Milwaukee, Wis. Received and filed May 23, 1899.
172. The Forman Telephone Company, W. W. Bradley, President, Forman, N. Dak. Received and filed May 27, 1899.
173. The American District Telegraph Company of Ohio, H. D. Bennett, President, Columbus, Ohio. Received and filed June 22, 1899.
174. The Ohio Postal Telegraph-Cable Company, Frederick Willis Conger, President, Cincinnati, Ohio. Received and filed August 9, 1899.
175. The Boston and New York Telephone and Telegraph Company, Chas. E. Adams, President, Boston, Mass. Received and filed August 10, 1899.
176. The Pacific Mutual Telegraph Company of Missouri, W. H. Baker, Vice-President, New York, N. Y. Received and filed September 1, 1899.
177. The Illinois District Telegraph Company, G. R. Johnston, Secretary, Western Union Building, Chicago, Ill. Received and filed September 23, 1899.
178. The American District Telegraph Company of Iowa, G. R. Johnston, Secretary, Western Union Building, Chicago, Ill. Received and filed September 23, 1899.

179. The Postal Telegraph-Cable Company of Wyoming, Gibson Clark, Secretary, Cheyenne, Wyo. Received and filed September 25, 1899.
180. The Colorado Postal Telegraph-Cable Company, Joseph D. Stevens, Secretary, Denver, Colo. Received and filed September 25, 1899.
181. The Postal Telegraph-Cable Company of Utah, E. P. Gaylord, Secretary, Salt Lake City, Utah. Received and filed September 25, 1899.
182. The Postal Telegraph-Cable Company of Montana, T. J. Bates, Secretary, Helena, Mont. Received and filed September 25, 1899.
183. The Postal Telegraph-Cable Company of Idaho, W. L. Walker, Secretary, Boise City, Idaho. Received and filed September 25, 1899.
184. The American District Telegraph Company of Wisconsin, H. D. Bennett, President, Columbus, Ohio. Received and filed October 25, 1899.
185. The American District Telegraph Company of Minnesota, H. D. Bennett, President, Columbus, Ohio. Received and filed October 25, 1899.
186. The Chicago, Milwaukee and Lake Superior Telegraph Company, W. H. Baker, Vice-President, New York, N. Y. Received and filed November 4, 1899.
187. The Postal Telegraph and Cable Company of New Jersey, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
188. The Postal Telegraph and Cable Company of Rhode Island, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
189. The Postal Telegraph and Cable Company of Connecticut, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
190. The Commercial Union Telegraph Company of Massachusetts, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
191. The Atlantic Postal Telegraph Company of New Jersey, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
192. The Commercial Union Telegraph Company of Maine, H. S. Osgood, President, Portland, Me. Received and filed January 18, 1900.
193. The Commercial Union Telegraph Company of New York, Chas. P. Bruch, Secretary, New York, N. Y. Received and filed January 19, 1900.
194. The American District Telegraph Company of Kentucky, H. D. Bennett, President, Columbus, Ohio. Received and filed March 1, 1900.
195. The American District Telegraph Company of Michigan (Limited), H. D. Bennett, President, Columbus, Ohio. Received and filed March 1, 1900.
196. The American District Telegraph Company of Pennsylvania, H. D. Bennett, President, Columbus, Ohio. Received and filed March 1, 1900.
197. The Colorado District Telegraph Company, W. A. Deuel, President, Denver, Colo. Received and filed April 2, 1900.
198. The County Telephone and Telegraph System, G. G. Bickley, President, Waterloo, Iowa. Received and filed April 28, 1900.
199. The Postal Telegraph-Cable Company of New Mexico, Chas. P. Bruch, Secretary, New York, N. Y. Received and filed May 2, 1900.
200. The Moravia Telephone Company, E. McFatridge, President, Moravia, Iowa. Received and filed May 15, 1900.
201. The New State Telephone and Telegraph Company, Chas. G. Cockerill, President, Jefferson, Iowa. Received and filed May 24, 1900.
202. The Chicago and Milwaukee Telegraph Company, F. E. Crawford, Secretary, Chicago, Ill. Received and filed May 28, 1900.

SCHEDULE OF RATES FOR GOVERNMENT TELEGRAMS

ON AND AFTER JULY 1, 1900.

NUMBER OF WORDS.	RATE FOR TWENTY WORDS AND MULTIPLES OF TWENTY, AND FOR WORDS ADDITIONAL TO TWENTY OR ANY MULTIPLE THEREOF.						
	DAY MESSAGES.					NIGHT MESSAGES.	
	1,000 MILES.	1,500 MILES.	2,000 MILES.	2,500 MILES.	3,000 MILES OR MORE.	2,000 MILES.	OVER 2,000 MILES.
20	\$0. 20	\$0. 25	\$0. 30	\$0. 35	\$0. 40	\$0. 15	\$0. 25
40	. 40	. 50	. 60	. 70	. 80	. 35	. 45
60	. 60	. 75	. 90	1. 05	1. 20	. 55	. 65
80	. 80	1. 00	1. 20	1. 40	1. 60	. 75	. 85
100	1. 00	1. 25	1. 50	1. 75	2. 00	. 95	1. 05
200	2. 00	2. 50	3. 00	3. 50	4. 00	1. 95	2. 05
300	3. 00	3. 75	4. 50	5. 25	6. 00	2. 95	3. 05
400	4. 00	5. 00	6. 00	7. 00	8. 00	3. 95	4. 05
500	5. 00	6. 25	7. 50	8. 75	10. 00	4. 95	5. 05
1	. 01	. 01	. 02	. 02	. 02	. 01	. 01
2	. 02	. 03	. 03	. 04	. 04	. 02	. 02
3	. 03	. 04	. 05	. 05	. 06	. 03	. 03
4	. 04	. 05	. 06	. 07	. 08	. 04	. 04
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9	. 09	. 11	. 14	. 16	. 18	. 09	. 09
10	. 10	. 13	. 15	. 18	. 20	. 10	. 10
11	. 11	. 14	. 17	. 19	. 22	. 11	. 11
12	. 12	. 15	. 18	. 21	. 24	. 12	. 12
13	. 13	. 16	. 20	. 23	. 26	. 13	. 13
14	. 14	. 18	. 21	. 25	. 28	. 14	. 14
15	. 15	. 19	. 23	. 26	. 30	. 15	. 15
16	. 16	. 20	. 24	. 28	. 32	. 16	. 16
17	. 17	. 21	. 26	. 30	. 34	. 17	. 17
18	. 18	. 23	. 27	. 32	. 36	. 18	. 18
19	. 19	. 24	. 29	. 33	. 38	. 19	. 19

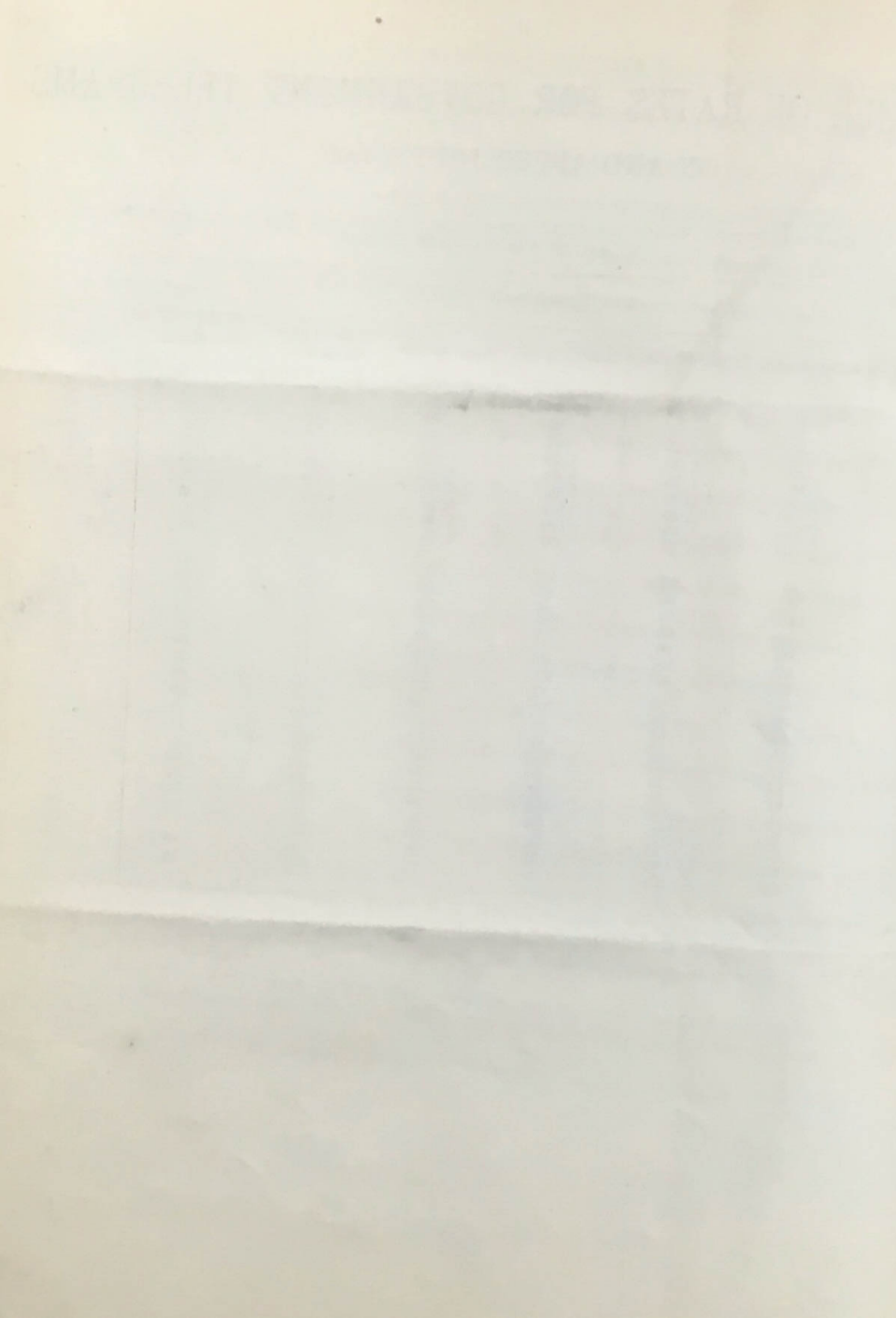


TABLE OF DISTANCES—BY CAPITALS.

[illegible]

EVIDENCE OF PROPER PAYMENT OF VOUCHERS.

(Superseding Department Circular No. 48, of March 23, 1896.)

1896.

Department Circular No. 75.

Treasury Department,

OFFICE OF COMPTROLLER OF THE TREASURY,

Washington, D. C., May 20, 1896.

The following regulations, in the matter of the evidence required by the accounting officers as proof of payment of vouchers, are published for the information and guidance of disbursing officers of the United States:

1. Vouchers must be stated in the name of the person, firm, company, or corporation rendering the service or furnishing the articles for which payment is made.

2. If the payee be a firm, the receipt to the voucher should be in the usual firm signature, signed by a member of the firm; if an incorporated or unincorporated company, the receipt should be in the company name, followed by the autograph signature of the officer (with his title) authorized to receive the money and receipt therefor.

3. Evidence of the authority of the officer receipting for an incorporated or unincorporated company must accompany the voucher unless the payment is made by a check drawn on a United States depository to the order of the company, and that fact, with the date and number of the check and name of the depository, is stated on the voucher.

4. When a disbursing officer is satisfied that an attorney or agent is authorized to receipt for his principal, whether an individual, firm, company, or corporation, the receipt of the principal by the attorney or agent will be sufficient, without proof of authority accompanying the voucher, provided that payment is made by a check drawn on a United States depository and payable to the order of the principal, and the memorandum required in the preceding paragraph is made upon the voucher.

5. These regulations will not affect any additional regulations of the several Departments, but are intended as a statement of all that is required by the accounting officers as proof that payments are made to the proper persons.

R. B. BOWLER,
Comptroller.

APPROVED:

J. G. CARLISLE,

Secretary.

EVIDENCE OF PROPER PAYMENT OF VOUCHERS.

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5. These regulations will not affect any additional regulations of the several Departments, but are intended as a statement of all that is required by the accounting officers as proof that payments are made to the proper persons.

R. B. BOWLER,
Comptroller.

APPROVED:

J. G. CARLISLE,

Secretary.

Sample:-

Paid by Check # _____ (Date), on _____ (Bank), in
favor of _____
Signed, - _____ Assayer in Charge.



TREASURY DEPARTMENT

BUREAU OF THE MINT

Washington, January 9, 1902.

Mr. J. L. Hodges,
Assayer in Charge, U.S. Mint,
Denver, Colo.

Sir:-

The Auditor for the Treasury Dept., has requested that, in future, where deposits are paid by check, the evidence must be shown on the Certificate of Deposit that the Check was drawn in favor of the Depositor.

I enclose herewith Circular of the Comptroller of the Treasury #75, on "Evidence of proper payment of Vouchers", which explains the necessity of complying with the Auditor's request. similar

This Certificate should be used in all cases for payments of deposits, as follows:-

"Deposit #383, Sept. Qr., made by The Colo. Nat'l. Bank, A/c. First Nat'l. Bank, Durango. Check must be drawn in favor of Colo. Nat'l. Bank and stamp placed on Certificate of Deposit over your own signature".

"Deposit #60, Sept. Qr., made by Boston & Colo. S. Co., Check must be drawn in favor of the B. & C.S. Co., and stamp placed on Certificate of Deposit over your own signature".

Respectfully,

G. B. Roberts
Director of the Mint.

Treasury Department,
BUREAU OF THE MINT,

Director of the Mint.

SUBJECT:

No. of Inclosures,



B.F.B.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

Washington, January 27, 1902.

Mr. James L. Hodges,

Assayer in Charge, U.S. Mint,

Denver, Colo.

Sir:-

On and after the 1st proximo you are instructed to deposit in the Treasury all moneys received from the sales of "Old Material" and "By-products" upon receipt of the same from the purchaser.

In the case of "Old Material" it is desirable that as much as possible of such material as can be collected shall be sold on the same date. It will be necessary in each case of such sales, to obtain authority from this Bureau before the material is offered for sale.

It will also be necessary, in the case of both "Old Material" and "By-products", to forward with the itemized account of such sales, the original bids and papers pertaining thereto and, in the case of sales of "Sweeps" the original bids must be forwarded, - Sec. 1, Art. 19, "Instructions and Regulations", 1890, which must be strictly observed.

It will not be necessary to obtain authority from this Bureau for each sale of "Sweeps" and "By-products", as you are hereby given authority for such sales without further request.

Respectfully,

Director of the Mint.

190

Director of the Mint.

SUBJECT:

No. of Inclosures,

I hereby certify that check No.....
on.....*Denver Nat. Bank*.....was drawn for \$.....,
in favor of1902.

.....

Assayer in Charge.

Paid to
Check No.

by
on Denver Nat'l Bank
1902. Amount \$

I hereby certify that above is correct.

Assayer in Charge.



TREASURY DEPARTMENT,

BUREAU OF THE MINT,

Washington, January 24, 1902.

J.L.Hodges, Esq.,

Assayer in Charge U.S. Mint,

Denver, Colorado.

Sir:-

In all cases where bills are paid by check, it is necessary that the number of the check, the name of the bank or depository on which drawn, the amount for which drawn, and the name of the person, firm, or corporation in whose favor the check is drawn, and date of check be stated on bill.

To save time and trouble in this matter, I would advise you to have a stamp made as per enclosed sample .

The cost of this stamp will be allowed in your accounts. You will forward a certificate , to be filed with your accounts, stating that all checks in payment of bills during last quarter were drawn in favor of the Principals.

If January 1902 accounts have been made up, please file like certificate covering that month.

Respectfully,

Wm. B. Caldwell
Director of the Mint.

F.W.B.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

190

Director of the Mint.

SUBJECT:

No. of Inclosures,

VALUES OF FOREIGN COINS.

1902.
Department Circular No. 1.

Treasury Department,

BUREAU OF THE MINT,

Hon. LYMAN J. GAGE,

Secretary of the Treasury.

Washington, D. C., January 1, 1902.

SIR: In pursuance of the provisions of section 25 of the act of August 28, 1894, I present in the following table an estimate of the values of the standard coins of the nations of the world: *

VALUES OF FOREIGN COINS.

COUNTRY.	Standard.	Monetary unit.	Value in terms of U. S. gold dollar.	Coins.
Argentine Republic.....	Gold.....	Peso.....	\$0.965	Gold: argentine (\$4.824) and $\frac{1}{2}$ argentine. Silver: peso and divisions.
Austria-Hungary.....	Gold.....	Crown.....	.203	{ Gold: former system—4 florins (\$1.929), 8 florins (\$3.858), ducat (\$2.287) and 4 ducats (\$9.149). Silver: 1 and 2 florins.
Belgium.....	Gold.....	Franc.....	.193	{ Gold: present system—20 crowns (\$4.052); 10 crowns (\$2.026).
Bolivia.....	Silver.....	Boliviano.....	.413	Gold: 10 and 20 francs. Silver: 5 francs.
Brazil.....	Gold.....	Milreis.....	.546	Silver: boliviano and divisions.
British Possessions, N. A. (except Newfnd).....	Gold.....	Dollar.....	1.000	Gold: 5, 10, and 20 milreis. Silver: $\frac{1}{2}$, 1, and 2 milreis.
Central Amer. States—Costa Rica.....	Gold.....	Colon.....	.465	Gold: 2, 5, 10, and 20 colons (\$9.307). Silver: 5, 10, 25, and 50 centimos.
British Honduras.....	Gold.....	Dollar.....	1.000	
Guatemala.....				
Honduras.....	Silver.....	Peso.....	.413	Silver: peso and divisions.
Nicaragua.....				
Salvador.....				
Chile.....	Gold.....	Peso.....	.365	Gold: escudo (\$1.825), doubloon (\$3.650), and condor (\$7.300). Silver: peso and divisions.
		Amoy.....	.669	
		Canton.....	.667	
		Chefoo.....	.659	
		Chin Klang.....	.653	
		Fuchau.....	.618	
		Hakwan (Customs).....	.680	
China.....	Silver.....	Tael.....	.626	
		Hankow.....	(†)	
		Hongkong.....	.627	
		Niuchwang.....	.643	
		Ningpo.....	.611	
		Shanghai.....	.618	
		Swatow.....	.673	
		Takau.....	.642	
		Tientsin.....	.413	
Colombia.....	Silver.....	Peso.....	.926	Gold: condor (\$9.647) and double-condor. Silver: peso.
Cuba.....	Gold.....	Peso.....		Gold: Doubloon Isabella, centen (\$5.917). Alphonse (\$4.823). Silver: peso.
Denmark.....	Gold.....	Crown.....	.268	Gold: 10 and 20 crowns.
Ecuador.....	Gold.....	Sucre.....	.487	Gold: 10 sucres (\$4.8655). Silver: sucre and divisions.
Egypt.....	Gold.....	Pound (100 piasters).....	4.943	Gold: pound (100 piasters), 5, 10, 20, and 50 piasters. Silver: 1, 2, 5, 10, and 20 piasters.
Finland.....	Gold.....	Mark.....	.193	Gold: 20 marks (\$3.859), 10 marks (\$1.93).
France.....	Gold.....	Franc.....	.193	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
German Empire.....	Gold.....	Mark.....	.238	Gold: 5, 10, and 20 marks.
Great Britain.....	Gold.....	Pound sterling.....	4.866 $\frac{1}{2}$	Gold: sovereign (pound sterling) and $\frac{1}{2}$ sovereign.
Greece.....	Gold.....	Drachma.....	.193	Gold: 5, 10, 20, 50, and 100 drachmas. Silver: 5 drachmas.
Haiti.....	Gold.....	Gourde.....	.965	Gold: 1, 2, 5 and 10 gourdes. Silver: gourde and divisions.
India.....	Gold.....	Pound sterling.....	4.866 $\frac{1}{2}$	Gold: sovereign (pound sterling). Silver: rupee and divisions.
Italy.....	Gold.....	Lira.....	.193	Gold: 5, 10, 20, 50, and 100 lire. Silver: 5 lire.
Japan.....	Gold.....	Yen.....	.498	Gold: 5, 10, and 20 yen. Silver: 10, 20, and 50 sen.
Liberia.....	Gold.....	Dollar.....	1.000	
Mexico.....	Silver.....	Dollar.....	.449	Gold: dollar (\$0.985), 2 $\frac{1}{2}$, 5, 10, and 20 dollars. Silver: dollar (or peso) and divisions.
Netherlands.....	Gold.....	Florin.....	.402	Gold: 10 florins. Silver: $\frac{1}{2}$, 1, and 2 $\frac{1}{2}$ florins.
Newfoundland.....	Gold.....	Dollar.....	1.014	Gold: 2 dollars (\$2.027).
Norway.....	Gold.....	Crown.....	.268	Gold: 10 and 20 crowns.
Peru.....	Silver.....	Kran.....	.076	Gold: $\frac{1}{2}$, 1, and 2 toman (\$3.409). Silver: $\frac{1}{4}$, $\frac{1}{2}$, 1, 2, and 5 krans.
Puerto Rico.....	Gold.....	Sol.....	.487	Gold: libra (\$4.8665). Silver: sol and divisions.
Portugal.....	Gold.....	Milreis.....	1.080	Gold: 1, 2, 5, and 10 milreis.
Russia.....	Gold.....	Ruble.....	.515	Gold: imperial, 15 rubles (\$7.718), and $\frac{1}{4}$ imperial, 7 $\frac{1}{2}$ rubles (\$3.859). Silver: $\frac{1}{4}$, $\frac{1}{2}$, and 1 ruble.
Spain.....	Gold.....	Peseta.....	.193	Gold: 25 pesetas. Silver: 5 pesetas.
Sweden.....	Gold.....	Crown.....	.268	Gold: 10 and 20 crowns.
Switzerland.....	Gold.....	Franc.....	.193	Gold: 5, 10, 20, 50, and 100 francs. Silver: 5 francs.
Turkey.....	Gold.....	Plaster.....	.044	Gold: 25, 50, 100, 250, and 500 piasters.
Uruguay.....	Gold.....	Peso.....	1.034	Gold: peso. Silver: peso and divisions.
Venezuela.....	Gold.....	Bolivar.....	.193	Gold: 5, 10, 20, 50, and 100 bolivars. Silver: 5 bolivars.

* The coins of silver-standard countries are valued by their pure silver contents, at the average market price of silver for the three months preceding the date of this circular.

† The "British dollar" has the same legal value as the Mexican dollar in Hongkong, the Straits Settlements, and Labuan.

‡ The sovereign is the standard coin of India, but the rupee (\$0.3241 $\frac{1}{2}$) is the money of account, current at 15 to the sovereign.

Respectfully,

GEO. E. ROBERTS,

Director of the Mint.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., January 1, 1902.

The foregoing estimate by the Director of the Mint, of the values of foreign coins, I hereby proclaim to be the values of such coins in terms of the money of account of the United States, to be followed in estimating the value of all foreign merchandise exported to the United States on or after January 1, 1902, expressed in any of such metallic currencies.

L. J. GAGE,
Secretary of the Treasury.

REQUISITIONS FOR STATIONERY—OUTSIDE SERVICE.

(Amendatory of Circular No. 19, of 1900.)

1901.

Department Circular No. 11.

Division of S., P., & B.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., February 14, 1901.

To Officers of the Outside Treasury Service:

In making requisitions for stationery the following regulations must be observed:

1. Officers will order periodically as follows:

Monthly (the first day of each month).

The collector and surveyor of customs at New York.

Quarterly (the first of January, April, July, and October, respectively).

Collectors, naval officers, surveyors, and appraisers (customs) at Baltimore, Boston, Philadelphia, New Orleans, and San Francisco; naval officer and appraiser (customs) at New York; collector, surveyor, and appraiser (customs) at Chicago; the Board of General Appraisers, the Commissioner of Immigration, the Assistant Treasurer, and the local inspectors of steamboats at New York.

Semiannually (April 1 and October 1).

Assistant treasurers (except New York).

Customs, collectors and surveyors at—

Buffalo, N. Y.

Burlington, Vt.

Cincinnati, Ohio.

Cleveland, Ohio.

Corpus Christi, Tex.

Detroit, Mich.

Eagle Pass, Tex.

El Paso, Tex.

Milwaukee, Wis.

Portland, Me.

Mobile, Ala.

Newport, Vt.

Newport News, Va.

Niagara Falls, N. Y.

Nogales, Ariz.

Ogdensburg, N. Y.

Plattsburg, N. Y.

Portland, Oreg.

Port Huron, Mich.

Port Townsend, Wash.

Immigration, Commissioners of (except New York).

Internal-revenue collectors.

Light-house engineers and inspectors.

Mint and assay officers.

Steamboat inspection, supervising and local inspectors of (except local inspectors at New York).

Annually (July 1).

Treasury special agents, internal-revenue agents, superintendents of construction and custodians of public buildings, officers of the Life-Saving, Marine-Hospital, and Revenue-Cutter Services, and officers of the Customs and other services not specified in the preceding paragraphs of this section.

The tags requested in your letter of the 25th of July, 1901, will be sent as soon as possible, but they should have been ordered on regular requisition.

2. Should additional stationery be required before the prescribed time for making requisitions, or for the succeeding period may be forwarded, the object being to limit the number of requisitions. Supplemental or special requisitions should be made only when imperatively necessary.

3. Ink and mucilage can not be shipped with safety during the winter months. A full year's supply of these articles must be ordered in the April and July requisitions, which must also include a complete inventory of all articles of stationery on hand.

4. The interlineation or changing of the terms or phraseology of requisitions is not allowed, and the directions printed thereon must be strictly observed.

5. When samples are inclosed in requisitions they should be fastened thereto, to prevent their being lost in the opening and distribution of the mail.

6. Blank books, blank forms, Department circulars, Treasury Decisions, or office furniture must be included in requisitions for stationery.

7. Charges on stationery forwarded by *express* must not be paid by the officers receiving the same; such charges are paid by the Department upon accounts rendered by the express companies; but on shipments by *freight* the charges are to be *paid by the officer receiving the supplies*, who will forward receipts as vouchers with his expense account (except in the case of customs officers, who will first forward the freight bills to the Department, with request for authority to pay the same). ALL VOUCHERS FOR FREIGHT CHARGES MUST BE ACCOMPANIED BY THE ORIGINAL BILLS OF LADING. Freight vouchers for shipments made through the War Department are paid by this Department upon accounts rendered by the Quartermaster-General, U. S. A.

8. All rules and regulations heretofore issued which conflict with the provisions of this circular are hereby rescinded.

H. A. TAYLOR,

Assistant Secretary



TREASURY DEPARTMENT,
OFFICE OF
AUDITOR FOR THE TREASURY DEPARTMENT

W

Washington, Sept. 7, 1902.

H. L. S.
IN REPLYING PLEASE QUOTE
ABOVE INITIALS.

J. L. Hodges, Esq.,

Assayer in Charge U. S. Mint,

Denver, Col.

Sir:

In your accounts for Contingent Expenses for the quarter ending December 31, 1901, you do not certify on the vouchers for supplies purchased or services rendered that the supplies have been received or the service rendered, as required by Department Circular #157 (1886), and section 7, Art 26, of the Mint Regulations, and you are requested to forward for file with said account a certificate to that effect to cover the purchases and services of the quarter. Hereafter you will please make the necessary certificate on each voucher.

I enclose copy of circular.

Respectfully,

W. E. ANDREWS, Auditor.

By

E. M. Higgins

Deputy Auditor.

W. E. Andrews

Contingent

AUDITOR FOR THE TREASURY DEPARTMENT

Washington, Sept. 7, 1901.

Mr. J. H. Rogers, Esq.,

Manager in Charge U. S. Mint,

Denver, Col.

In your accounts for contingent expenses for the quarter ending December 31, 1901, you do not certify on the vouchers for money purchased or services rendered that the supplies have been received or the service rendered, as required by Department Circular 113 (1883), and section 7, Act 26, of the Mint Regulations, and are requested to forward for file with said account a statement so that effect to cover the purchases and services of the quarter. Hereafter you will please make the necessary certification.

Respectfully,

W. A. RICHMOND,

E. W. RICHMOND

Copy to file

CIRCULAR.

ACCOUNTS FOR PERSONAL AND OTHER SERVICES AND SUPPLIES REQUIRE VOUCHERS FOR SAME TO BE ACCOMPANIED BY CERTIFICATES OF SERVICE PERFORMED OR SUPPLIES DELIVERED.

[This Circular is identical with Department Circular No. 112, issued November 8, 1881.]

1886.

Department No. 157.

Treasury Department,

FIRST AUDITOR'S OFFICE,

Washington, D. C., November 10, 1886.

Special attention is called to the following provisions of the Statutes relating to the purchase of articles for the use of the United States; or for services rendered under provisions of law or regulations of the Treasury Department:

SECTION 3648. "No advance of public money shall be made in any case whatever. And in all cases of contracts for the performance of any service, or the delivery of articles of any description, for the use of the United States, payment shall not exceed the value of the service rendered, or of the articles delivered previously to such payment. It shall, however, be lawful, under the special direction of the President, to make such advances to the disbursing officers of the Government as may be necessary to the faithful and prompt discharge of their respective duties, and the fulfillment of the public engagements."

This statute is mandatory and binding upon all who serve the Government for salary or fees; and also for all purchases of articles for delivery to the United States; carefully restricting payment made to amount of service rendered, or articles purchased and duly delivered *before such payment*.

Hereafter, specific evidence of delivery of any and all articles purchased for the public use will be required for file with the vouchers presented to this office for audit.

The rendition of a bill, with receipt, for moneys claimed as due for purchase made, will not be deemed evidence of delivery in any case.

Persons or corporations demanding payments in advance for gas, water, or other service, or supplies for the public use, are notified that, under the restrictive provisions of the Statutes, no account can be certified by this office except for service, &c., rendered *at the date of presentation of such account*.

Disbursing officers, who are charged with payments for articles purchased, or services rendered by the Government, are notified that suspensions or disallowances will be made in all accounts rendered by them for such articles, or service, until full evidence is filed that the service has been rendered, and that the articles have been delivered to the proper custodian or agent of the Government.

All officers legally responsible for the custody of public property are required by law to keep careful account of the same and to charge themselves therewith.

The certificate of delivery of property purchased for use of the United States will be required in all cases where practicable, duly signed by the legal custodian thereof. Where property is delivered to other parties than those above indicated for transportation, or for a subsequent delivery, the certificate will be signed by the *actual custodian* to whom delivered.

JAS. Q. CHENOWETH,
First Auditor.

Approved:

M. J. DURHAM,
First Comptroller.

Approved:

DANIEL MANNING,
Secretary.

PROVIDING FOR THE ENFORCEMENT OF THE PROVISIONS OF EXECUTIVE ORDER OF
JULY 27, 1897, AS TO REMOVAL FROM THE CLASSIFIED SERVICE.

1897.
Department Circular No. 122.
Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., August 11, 1897.

The attention of supervising officers and agents of this Department is called to so much of Executive order of July 27, 1897, as is amendatory of Civil Service Rule II, and provides as follows:

"No removal shall be made from any position subject to competitive examination except for just cause and upon written charges filed with the Head of the Department or other appointing officer and of which the accused shall have full notice and an opportunity to make defense."

In view of the foregoing, whenever any officer, agent, clerk, or employee in the service of this Department shall appear, to the officer or agent charged with the supervision of his official conduct, to be guilty of such dereliction of duty, delinquency, or misconduct, or shall prove inefficient to such an extent as to seem to justify the removal of such person from the Service, or his reduction in grade, it shall be the duty of such supervising officer to immediately forward to this office written charges and specifications, detailing fully and explicitly the reasons for removal or reduction.

At the same time a complete copy of the charges and specifications will be furnished to the accused with the information that such defense as is desired to be made in the premises must be submitted to the supervising officer for transmission to this office, within three days from date of receipt of the copy of the written charges.

Whenever it is impracticable to present a copy of the charges to the accused in person it will be sent by registered mail and the receipt carefully preserved.

The fact that the accused has thus been furnished with a complete copy of the charges, and informed of the opportunity to make defense, as above set forth, will be reported to this office at the same time that the written copy of the charges is forwarded to the accused as aforesaid.

In the event that the accused fails to mail his written defense to the supervising officer, within the time above specified, it will be assumed that such person does not desire to embrace the opportunity thus afforded.

The written defense will be delivered in person when practicable, otherwise it should be forwarded to the supervising officer by registered mail, and, after due examination, immediately transmitted to this office, accompanied by a letter of the supervising officer submitting his views in the matter of the defense, and making such recommendation as the circumstances and the nature of the defense may seem to warrant.

When the circumstances are such as to render it evident that the interest of the Service will be better subserved by immediately relieving the accused from duty, pending action on the charges, that course will be pursued, in which case the action taken will be promptly reported to this office.

Supervising officers will furnish each officer, agent, clerk, or employee within their respective jurisdictions with a copy of this circular, and enforce strict compliance with its provisions.

L. J. GAGE,
Secretary.

THE UNIVERSITY OF CHICAGO

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THE UNIVERSITY OF CHICAGO

INDIVIDUAL OR ASSOCIATED EFFORT BY EMPLOYEES, EXCEPT THROUGH HEAD OF DEPARTMENT, TO
INFLUENCE LEGISLATION IN THEIR OWN BEHALF, OR OTHERWISE, FORBIDDEN.

1902.

Department Circular No. 16.

Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY

Washington, D. C., February 17, 1902.

To Officers, Clerks, and Employees in and under the Treasury Department:

The attention of the officers, clerks, and employees in and under the Treasury Department is hereby called to the requirements of the Executive order promulgated by the President, under date of January 31, 1902, which is as follows:

All officers and employees of the United States of every description, serving in or under any of the Executive Departments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its Committees, or in any way save through the heads of the Departments in or under which they serve, on penalty of dismissal from the Government service.

THEODORE ROOSEVELT.

WHITE HOUSE, *January 31, 1902.*

A strict compliance with the provisions of this order will be enforced.

L. M. SHAW,
Secretary.

Recd March 13/02

DECISION OF THE COMPTROLLER OF THE TREASURY, RELATING TO APPROPRIATIONS PROPERLY
CHARGEABLE WITH THE EXPENSES OF TELEGRAPHING.

1902.
Department Circular No. 30.
Chief Clerk.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., March 21, 1902.

To the Various Officials and Employees, U. S. Treasury Department:

The following decision, dated March 12, 1902, of the Comptroller of the Treasury, relating to appropriations properly chargeable with the expense of telegraphing for the Treasury Department, is submitted for your information and guidance :

TREASURY DEPARTMENT,
OFFICE OF COMPTROLLER OF THE TREASURY,
Washington, D. C., March 12, 1902.

SIR: In your communication of February 12, 1902, you request my decision of a question which you present as follows:

I have the honor to request an expression of opinion on the question as to whether payment for official telegrams sent and received by the Bureau of Immigration can be properly made from appropriations under its control, viz, "Expenses Regulating Immigration," "Enforcement Chinese Exclusion Acts," and "Enforcement Alien Contract Labor Laws," or whether such expenses should be charged against the appropriation for contingent expenses of the Treasury Department, for freight, telegrams, etc.

It is sometimes doubtful whether legislation pertaining to the Executive Departments is applicable to those Departments in their widest extent, including branches thereof outside of the District of Columbia, or only to the Departments proper located in Washington. (See 7 Comp. Dec., 126.)

But I think the appropriation for contingent expenses of the Treasury Department is applicable to the Department proper only. This has been the construction which has in general been adopted for a great many years, and the amounts appropriated for the several items therein from year to year would be entirely inadequate for the Department and all of its branches outside of the District of Columbia. For example, for the fiscal year 1901, the amount appropriated for stationery for the Department proper, including all the offices thereof located in Washington, was \$26,000; while the amount expended for stationery for districts outside of Washington alone was about \$70,000, or about \$100,000 in all. That it was the intention of Congress to provide by this appropriation for the Department proper, only, is further indicated by a provision therein as follows:

"For investigation of accounts and records * * * including the temporary employment of stenographers and typewriters, accountants, or other expert services outside the District of Columbia, when not properly chargeable to any other appropriation under the control of the Treasury Department."

There is no appropriation which provides specifically for telegraph service for any of the bureaus of the Treasury Department. Telegraph service for such bureaus, which are a part of the Treasury Department, is clearly provided for by the provision for telegraph service for this Department.

But there are numerous appropriations providing for general objects, some of which objects are located outside of Washington and others have no particular location. In the latter case the appropriations are applicable throughout the United States, including Washington. Among other appropriations of the latter class the following may be mentioned: For expenses of collecting the revenue from customs; salaries and expenses of collectors of internal revenue and of agents and subordinate officers of internal revenue; expenses of the Revenue Cutter Service; the Marine-Hospital Service, and the three appropriations to which you refer, namely, expenses of regulating immigration, enforcement of the Chinese exclusion acts, and enforcement of alien contract labor law.

None of these appropriations provide specifically for telegraph service. But there can be no doubt that they are applicable to such service where telegraphing is necessary or appropriate in carrying into effect the object provided for (6 Comp. Dec., 90) except in those instances in which the appropriation for telegraph service for the Treasury Department is exclusive.

As indicated (*supra*) the applicability of the appropriation for contingent expenses of the Treasury Department is restricted to this Department and its several bureaus in Washington. I do not mean by this language that the provision for telegraph service is not applicable to telegrams sent from the Department to places outside of Washington or to telegrams that are transmitted to the Department from places outside of Washington. I mean, however, that it is only applicable to telegraph service pertaining to the Department proper as distinguished from telegraph service pertaining to the branches of the Department outside of Washington.

In determining whether a particular telegram pertains to the Department proper, I think reference must be made to the object for which the telegram is transmitted. I understand it has been a general rule in practice to regard telegrams sent or received by the Department as telegraph service of the Department. But I do not think the mere fact that a telegram is sent by or received by the Department necessarily makes it telegraph service of the Department. If an officer in an outside district in the execution of the object of an appropriation, found it necessary to telegraph to the Departments for information pertaining exclusively to that object, I see no more reason why the transmission of such a telegram should be regarded as telegraph service of the Department than if sent to a business house in New York for similar information it should be regarded as telegraph service of such business house. The reply thereto, either by the business house or by the Department, would be for the same object, and in both instances should, I think, be regarded as telegraph service pertaining to the appropriation to the execution of the object of which it was necessary.

I also understand that it has been the practice, where telegrams transmitted to the Department by officers in outside districts have been paid for by them to allow the expenditures therefor from appropriations disbursed by them, without regard to the object to which the telegram pertains. But this practice is even less defensible than that just considered, as it makes the applicability of the appropriations depend entirely upon the will of the officer sending the telegram.

For the reason indicated I think the true test of the applicability of the appropriation for telegraph service of the Treasury Department is the character of the official action to which the telegram pertains, without regard to the place at which or the officer by whom payment is made or to the particular place from which it is sent or at which it is received.

As you do not specify the character of the official action to which the telegrams referred to by you pertain, I am unable to give a specific answer to your question, but the principle I have indicated may serve as a guide in determining each particular case.

Respectfully,

The SECRETARY OF THE TREASURY.

R. J. TRACEWELL, *Comptroller*.

It will be observed that the appropriation "Contingent Expenses, Treasury Department, Freight Telegrams," etc., is, in some cases, chargeable with the expense, while in other cases the general appropriation to which the subject of the telegram relates is chargeable therewith.

Officials and employees in telegraphing on official business of the Department, will indicate on the face of each telegram the appropriation to which the expense incident to sending the telegram is chargeable, as determined by the decision above quoted.

L. M. SHAW,
Secretary.

REQUISITIONS FOR PRINTING AND BINDING.

1896.
Department Circular No. 151.
Division of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., October 31, 1896.

To Heads of Bureaus, Treasury Department,
and Chiefs of Divisions, Secretary's Office:

Your attention is specially called to the appended circular of the Public Printer, the objects of which are to facilitate the prompt, orderly, and satisfactory execution of work at the Government Printing Office, and to advance the interests of economy in the expenditure of appropriations for public printing and binding. The persons in the several bureaus of the Department and divisions of the Secretary's Office who have been designated under the provisions of Department Circular No. 95, of 1894, to make requisitions and see to the proper preparation of printer's copy, are hereby directed to observe and carefully carry out these instructions of the Public Printer.

W. E. CURTIS,
Acting Secretary.

OFFICE OF THE PUBLIC PRINTER,
Washington, D. C., October 24, 1896.

To enable the mechanical divisions of this office to do their work economically and promptly, to prevent costly corrections, and to facilitate the best typographical results, the officers having charge of requisitions for printing and binding in the different Departments are requested to give careful attention to the filling out of requisition blanks.

This office will, hereafter, require instructions to be given on the requisition (not on copy or proof), and details should be explicit and free from misconstruction.

You are requested to read carefully the following paragraphs, which are embodied in requisition blanks, and see that the requisition contains the necessary instructions for the particular class of work for which it is drawn:

BLANKS.

Kind of type.—Roman, script, etc.

Proof.—Yes or no.

Electrotyped.—Yes or no. (All permanent forms should be electrotyped.)

Paper.—White or colored (light or dark).

Size, in inches.—All blanks should conform to standard sizes of paper or multiples thereof, as—

* Cap.....	14 by 17 inches.	Double folio.....	22 by 34 inches.
* Double cap.....	17 by 28 inches.	Medium	18 by 23 inches.
* Demy.....	16 by 21 inches.	Royal.....	19 by 24 inches.
* Double demy.....	21 by 32 inches.	Super royal	20 by 28 inches.
Folio.....	17 by 22 inches.	Imperial	23 by 31 inches.

[*NOTE.—Treasury Department Circular No. 95, dated August 15, 1894, adopted cap (14 by 17) and demy (16 by 21), or their multiples, as the standard sizes for blank forms going into the files, and these sizes must be used as far as practicable.]

Ink.—Black, blue, red, green, etc.; if copying, color must always be stated.

Ruling.—Yes or no.

Perforated.—Yes or no.

Numbered.—Yes or no, from — to —.

Tablets.—Yes or no. (State number sheets each, strawboard or manila-board backs.)

Gummed.—Yes or no; if jacket form—seal—yes or no.

Fold.—Yes or no, once, twice, etc., to certain size, in 3's, 4's, 5's, 6's, etc., jacket form.

Stitched.—Yes or no.

Sewed.—Yes or no.

Deliver—where.

RECEIVED BY THE SECRETARY OF THE TREASURY

Treasury Department

OFFICE OF THE SECRETARY

Washington, D. C., May 22, 1902

TO THE SECRETARY

Office of

Enclosed is a copy of the report of the Secretary of the Treasury Department, dated May 15, 1902, in relation to the proposed amendment of the Internal Revenue Code, which is a subject of great importance to the Government. The report is a valuable contribution to the knowledge of the public and should be read by all interested parties. The report is a valuable contribution to the knowledge of the public and should be read by all interested parties. The report is a valuable contribution to the knowledge of the public and should be read by all interested parties.

The report is a valuable contribution to the knowledge of the public and should be read by all interested parties. The report is a valuable contribution to the knowledge of the public and should be read by all interested parties. The report is a valuable contribution to the knowledge of the public and should be read by all interested parties.

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U. S. DEPT. OF TREASURY

RECOMMENDATIONS FOR PROMOTION—ONLY THOSE MADE BY SUPERVISING AND CONTROLLING
OFFICERS TO BE CONSIDERED.

1902.

Department Circular No. 88.

Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., July 18, 1902.

To Officers, Clerks, and Employees in and under the Treasury Department:

The following amendment to Civil Service Rule XI, made by the President, July 3, 1902, is hereby promulgated for your information and guidance:

AMENDMENT TO THE CIVIL SERVICE RULES.

“5. No recommendation for the promotion of any employee in the classified service shall be considered by any officer concerned in making promotions except it be made by the officer or officers under whose supervision or control such employee is serving; and such recommendation by any other person, with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service.”

LESLIE M. SHAW,

Secretary.

PROVIDING FOR THE ENFORCEMENT OF THE PROVISIONS OF EXECUTIVE ORDER OF MAY 29, 1902, AS
TO REMOVAL FROM THE COMPETITIVE CLASSIFIED SERVICE.

1902.
Department Circular No. 105.
Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., August 12, 1902.

To Officers and Employees of the Treasury Department and others concerned:

Your attention is called to the Executive order of May 29, 1902, interpreting section 8 of Civil Service Rule II, as amended May 29, 1899, which is as follows:

DECLARATION OF THE MEANING OF SECTION 8, RULE II, OF THE CIVIL SERVICE RULES.

Whereas certain misunderstandings have existed in regard to the proper construction of section 8 of Civil Service Rule II, which provides as follows:

"No removal shall be made from the competitive classified service except for just cause and for reasons given in writing; and the person sought to be removed shall have notice and be furnished a copy of such reasons, and be allowed a reasonable time for personally answering the same in writing. Copy of such reasons, notice, and answer and of the order of removal shall be made a part of the records of the proper department or office; and the reasons for any change in rank or compensation within the competitive classified service shall also be made a part of the records of the proper department or office."

Now, for the purpose of preventing all such misunderstandings and improper constructions of said section, it is hereby declared that the term "just cause," as used in section 8, Civil Service Rule II, is intended to mean any cause, other than one merely political or religious, which will promote the efficiency of the Service; and nothing contained in said rule shall be construed to require the examination of witnesses or any trial or hearing except in the discretion of the officer making the removal.

THEODORE ROOSEVELT.

APPROVED:

WHITE HOUSE, *May 29, 1902.*

In view of the foregoing civil service rule and declaration of the President, when an officer, clerk, or employee in the service of the Treasury Department is charged with dereliction of duty, misconduct, or other act, which is deemed to be sufficient cause for removal from the service, the supervising officer shall formulate in writing the charges against him and furnish him a copy thereof, and he shall be allowed three days in which to make answer thereto in writing. The charges and the answer thereto shall be forwarded to the Secretary of the Treasury, with such recommendation for action as the supervising officer may desire to make.

If it becomes necessary to mail notice of charges, the person against whom the charges are made shall have three days from receipt thereof for answer, which answer shall be mailed on or before the expiration of the period.

When necessary, for the good of the service, the accused may be suspended from duty pending

action on the charges, such suspension to be immediately reported to the Secretary of the Treasury for his approval.

In the District of Columbia no suspension from duty shall be made except by the Secretary of the Treasury.

Supervising officers, in making recommendation for the change of grade or compensation of any officer, clerk, or employee in the competitive classified service, shall state specifically and in detail the reasons therefor, in order that such reasons may be made a part of the records of this Department, as required by the rule above cited.

Supervising officers will furnish each officer, agent, clerk, or employee within their respective jurisdictions with a copy of this circular, and enforce strict compliance with its provisions.

LESLIE M. SHAW,
Secretary.

GOVERNMENT RATES FOR TELEGRAPHING.

1902.

Department Circular No. 100.

Div. of S., P., and B.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., August 5, 1902.

Officers and Employees of the Treasury Department and others concerned:

The following communication from the Postmaster-General, prescribing rates to be paid by the Government for telegraphing for the fiscal year ending June 30, 1903, is published for the information of officers of the Treasury Department and others whom it may concern. Officers of this Department are specially informed that no charges in excess of these rates will be allowed by the accounting officers.

The Department and office should be designated upon all official telegrams sent.

O. L. SPAULDING,

Acting Secretary.

RATES OF PAY FOR COMMUNICATIONS BY TELEGRAPH.

POST-OFFICE DEPARTMENT, *Washington, D. C., July 8, 1902.*

ORDER No. 735.

Pursuant to the authority vested in the Postmaster-General by the act of Congress entitled "An act to aid in the construction of telegraph lines, and to secure to the Government the use of the same for postal, military, and other purposes," approved July 24, 1866, and by the Revised Statutes of the United States, Title LXV, I hereby fix the rates at which such communications as the said statutes prescribe (not including those passing over circuits established by the Chief of the Weather Bureau, Department of Agriculture) shall be sent during the fiscal year beginning July 1, 1902, and terminating June 30, 1903, by the several companies within the effect of said statutes, as follows:

For day messages containing not more than twenty (20) words, exclusive of place from and date, twenty (20) cents, not exceeding one thousand (1,000) miles, and one cent for each additional word, the quarter of this rate to be added for each five hundred (500) miles, or fraction thereof, but not more than two (2) cents. The rate between all points in any State, Territory, or the District of Columbia shall be twenty (20) cents for twenty (20) words, and one cent for each additional word. In cases where the price of a message, determined as herein provided, shall include a fraction of a cent, such fraction, if less than one-half, is to be disregarded; if one-half or more, it is to be counted as one cent.

For night messages not exceeding twenty (20) words, exclusive of place from and date, fifteen (15) cents for any distance within two thousand (2,000) miles, and for greater distances twenty-five (25) cents; in each case one cent for each additional word.

Instead of computing the actual distances of transmission, the distance for payment shall in all cases be taken absolutely to be the number of miles between the capital of the State or Territory, or from the city of Washington, if from within the District of Columbia, from within which (whatever the place) the message is sent, and the capital of the State or Territory, or the city of Washington, if

within the District of Columbia, within which (whatever the place) the message is received, as shown in the accompanying table, wherein such distances are given as computed upon the shortest practicable route between such capitals, and which is to be taken as part of this order.

But it is provided that if, on the 1st day of July, 1902, or at any time during the ensuing year, any such company shall charge the public for a message of ten words or less, exclusive of the date, address, and signature, a less rate than is herein fixed for twenty words, exclusive of place from and date, the rates here prescribed shall, as to such company, thenceforth during the year be reduced to the rates so charged to the public.

The statutes provide that telegrams between the several Departments of the Government and their officers and agents, in their transmission over the lines of any such company, shall have priority over all other business. All officers of the United States sending such telegrams should indorse thereon the words "Official Business," and should report to the Postmaster-General any failure to transmit them in such priority, and any charge made in excess of the rates above prescribed.

Each company will be allowed to charge for messages received from another line at the same rate as if received from the Government direct, at the point of transfer for transmission over its own line.

H. C. PAYNE, *Postmaster-General*.

Telegraph companies which have accepted the conditions of the Act of July 24, 1866, and which are subject to the provisions of the order of the Postmaster-General fixing Government rates.

The following is a list of telegraph companies that have filed acceptance of the provisions of the act of July 24, 1866, up to the present date:

1. The American Submarine Telegraph Company of New York, N. Y. Received and filed July 24, 1866.
2. The National Telegraph Company of New York, N. Y. Received and filed July 30, 1866.
3. The Globe Insulated Lines Telegraph Company of New York, N. Y. Received and filed July 31, 1866.
4. International Telegraph Company of Portland, Me. Received and filed October 6, 1866.
5. The Atlantic and Pacific Telegraph Company of New York, N. Y. Received and filed March 19, 1867.
6. The Franco-American Land and Ocean Telegraph Company of New York, N. Y. Received and filed April 6, 1867.
7. The Globe Telegraph Company of New York. Received and filed May 30, 1867.
8. Mississippi Valley National Telegraph Company of St. Louis, Mo. Received and filed June 4, 1867.
9. Western Union Telegraph Company of New York. Received and filed June 8, 1867.
10. Northwestern Telegraph Company of Kenosha, Wis. Received and filed June 30, 1867.
11. Great Western Telegraph Company of New York. Received and filed January 17, 1868.
12. The Franklin Telegraph Company of Boston, Mass. Received and filed April 17, 1868.
13. The Insulated Lines Telegraph Company of Boston, Mass. Received and filed April 13, 1868.
14. Pacific and Atlantic Telegraph Company of Pittsburg, Pa. Received and filed July 22, 1868.
15. The Atlantic and Pacific States Telegraph Company of Sacramento, Cal. Received and filed September 7, 1868.
16. The Eastern Telegraph Company of Philadelphia, Pa. Received and filed October 5, 1868.
17. The Delaware River Telegraph Company of Philadelphia, Pa. Received and filed October 23, 1868.
18. Cape May and Shore Telegraph Company of New York City. Received and filed April 2, 1869.
19. Peninsula Telegraph Company of New York City. Received and filed May 9, 1869.
20. Ocean Telegraph Company of Boston, Mass. Received and filed July 15, 1869.
21. The American Cable Company of New York. Received and filed April 15, 1870.
22. Southern and Atlantic Telegraph Company of Philadelphia, Pa. Received and filed July 22, 1870.
23. International Ocean Telegraph Company of New York City. Received and filed January 20, 1871.
24. Missouri River Telegraph Company of Sioux City, Iowa. Received and filed May 3, 1871.
25. The Marine and Inland Telegraph Company of New Jersey, 715 Locust street, Philadelphia, Pa. Received and filed November 27, 1872.
26. Atlantic and Pacific Telegraph Company of Missouri. Executive Office, 145 Broadway, New York City. Received and filed May 8, 1877.
27. New Jersey and New England Telegraph Company. Received and filed November 21, 1878. Address A. L. Worthington, No. 10 Green street, Trenton, N. J.
28. The American Rapid Telegraph Company, 41 Wall street, New York. Received and filed April 12, 1879. Special rates received and filed April 1, 1881.

29. Central Union Telegraph Company, 145 Broadway, New York. Received and filed May 9, 1879.
30. New York Land and Ocean Telegraph Company. Received and filed May 10, 1879.
31. Deseret Telegraph Company, Salt Lake City, Utah. Received and filed May 19, 1879.
32. American Union Telegraph Company of New York, 145 Broadway, New York. Received and filed July 1, 1879.
33. The American Union Telegraph Company of Missouri, Chas. S. Greely, President, St. Louis, Mo. Received and filed July 9, 1879.
34. Wabash Railway Company, Cyrus W. Field, President, New York. Received and filed July 11, 1879.
35. The American Union Telegraph Company of New Jersey, D. H. Bates, President, Jersey City, N. J. Received and filed July 17, 1879.
36. The Baltimore and Ohio Railroad Company of Maryland, John W. Garrett, President, Baltimore, Md. Received and filed July 18, 1879.
37. The American Union Telegraph Company of Baltimore City, Md. Received and filed July 31, 1879.
38. The Deer Lodge Telegraph Company of Butte City, Mont. Received and filed August 30, 1879.
39. The American Union Telegraph Company of Pennsylvania, D. H. Bates, President, Philadelphia. Received and filed September 4, 1879.
40. The American Union Telegraph Company of Indiana, Lafayette, Ind. Received and filed September 12, 1879.
41. The Cheyenne and Black Hills Telegraph Company, W. H. Hibbard, Superintendent, Cheyenne, Wyo. Received and filed November 7, 1879.
42. The American Union Telegraph Company of Ohio, Frank B. Swayne, President, Toledo, Ohio. Received and filed November 8, 1879.
43. The American Union Telegraph Company of Louisiana, Ed. Leloup, Secretary, New Orleans, La. Received and filed March 1, 1880.
44. Baltimore and Ohio Telegraph Company of Ohio, Geo. Hoadley, President, Cincinnati, Ohio. Received and filed September 3, 1880.
45. The Wabash, St. Louis, and Pacific Railway Company of St. Louis, Mo., Solon Humphreys, President, No. 80 Broadway, New York. Received and filed September 13, 1880.
46. Baltimore and Ohio Telegraph Company of Illinois, C. H. Hudson, President, No. 81 South Clark street, Chicago, Ill. Received and filed September 23, 1880.
47. Frontier Telegraph Company of Texas, G. O. Appleby, President, Lampasas, Tex. Received and filed October 25, 1880.
48. Bankers and Merchants' Telegraph Company of New Jersey, J. Heron Crosman, President, No. 58 Broadway, New York, N. Y. Received and filed April 21, 1881.
49. Bankers and Merchants' Telegraph Company of New York, Wm. W. Maris, President, No. 58 Broadway, New York, N. Y. Received and filed June 8, 1881.
50. Mutual Union Telegraph Company of Illinois, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed October 24, 1881.
51. Mutual Union Telegraph Company of Missouri, Carroll Sprigg, Secretary, Chicago, Ill. Received and filed November 14, 1881.
52. New Jersey Mutual Telegraph Company, Jno. H. Walker, Secretary, Newark, N. J. Received and filed November 17, 1881.
53. Bankers and Merchants' Telegraph Company, Wm. W. Maris, President, 58 Broadway, New York. Received and filed December 8, 1881.
54. The Baltimore and Ohio Telegraph Company, Welty McCullogh, Secretary, Pittsburg, Pa. Received and filed March 6, 1882.
55. East Tennessee Telephone Company, D. I. Carson, Secretary, New York. Received and filed May 31, 1882.
56. Southern Telegraph Company, James F. Cox, President, 48 Exchange Place, New York. Received and filed August 4, 1882.
57. Postal Telegraph Company, A. W. Beard, President, 2 Wall street, New York. Received and filed August 31, 1882.
58. Bankers and Merchants' Telegraph Company of Baltimore City, J. G. Chase, Secretary, 58 Broadway, New York. Received and filed December 14, 1882.
59. Mutual Union Telegraph Company of New York, John G. Moore, President, New York, N. Y. Received and filed March 5, 1883.
60. The Baltimore and Ohio Telegraph Company in Pennsylvania, J. B. Washington, Secretary, Pittsburg, Pa. Received and filed March 17, 1883.
61. The Baltimore and Ohio Telegraph Company of Indiana, Geo. P. Frick, President; Dan'l T. Downey, Secretary, Baltimore, Md. Received and filed July 17, 1883.

62. The Baltimore and Ohio Telegraph Company of the State of New York, Geo. P. Frick, President; Edward R. Golliday, Secretary, Baltimore, Md. Received and filed July 17, 1883.
63. The Northern and Southern Telegraph Company, corner State and Bridge streets, New York City, John F. Davis, President; Wm. H. Harfield, Secretary. Received and filed September 28, 1883.
64. Baltimore and Ohio Telegraph Company of New Jersey, Geo. P. Frick, President; Edward R. Golliday, Secretary, Trenton, N. J. Received and filed November 7, 1883.
65. National Telegraph Company of New York, Calvin S. Brice, President, New York, N. Y.; F. E. Worcester, Secretary. Received and filed January 31, 1884.
66. Philadelphia and Seaboard Telegraph Company of New Jersey, Milton Cowperthwaite, Secretary, Camden, N. J. Received and filed February 23, 1884.
67. Providence and Pascoag Telegraph Company of Rhode Island, D. H. Bates, President, New York; F. Jessen, Secretary. Received and filed July 10, 1884.
68. Baltimore and Ohio Telegraph Company of Missouri, Geo. P. Frick, President, Baltimore, Md. Received and filed July 18, 1884.
69. Baltimore and Ohio Telegraph Company of Louisiana, D. H. Bates, President, Baltimore, Md. Received and filed July 25, 1884.
70. The New England Telegraph Company, F. A. McKeone, President, New York. Received and filed July 26, 1884.
71. The Baltimore and Ohio Telegraph Company of Texas, D. H. Bates, President, New York. Received and filed August 13, 1884.
72. The New England Telegraph Company of Massachusetts, Dan. S. Robeson, New York, Vice-President. Received and filed September 5, 1884.
73. The Chesapeake and Ohio Telegraph Lines, C. W. Smith, General Manager, Richmond, Va. Received and filed September 29, 1884.
74. The Baltimore and Ohio Telegraph Company of Massachusetts, D. H. Bates, President, Boston, Mass. Received and filed December 15, 1884.
75. The Postal Telegraph and Cable Company, Henry Rosener, 2d Vice-President, New York. Received and filed January 29, 1885.
76. The Pacific Telegraph Company, Geo. H. Meyers, Secretary, Kansas City, Mo. Received and filed July 27, 1885.
77. The Baltimore and Ohio Telegraph Company of Baltimore County, Maryland, D. H. Bates, President, Baltimore, Md. Received and filed February 20, 1886.
78. Postal Telegraph-Cable Company, Jas. H. Withington, President, New York. Received and filed April 6, 1886.
79. The North American Telegraph Company, W. H. Eustis, Secretary, Minneapolis, Minn. Received and filed April 22, 1886.
80. The San Juan Telegraph Company, W. E. Block, Secretary, Ouray, Colo. Received and filed June 9, 1886.
81. Pacific Postal Telegraph-Cable Company, Henry Roesner, President, New York, N. Y. Received and filed July 20, 1886.
82. The Baltimore and Ohio Telegraph Company of Pennsylvania, R. Duryea, Secretary, Baltimore, Md. Received and filed September 11, 1886.
83. The Manhattan Railway Company, D. W. McWilliams, Secretary, New York, N. Y. Received and filed October 6, 1886.
84. The Pacific Mutual Telegraph Company, George M. Myers, Secretary, Rosedale, Kans. Received and filed February 24, 1887.
85. The Empire and Bay State Telegraph Company, Henry Macdona, Secretary, New York, N. Y. Received and filed July 12, 1887.
86. The Spokane Falls and Wardner Telephone-Telegraph Lines, W. S. Norman, Owner, Spokane, Wash. Received and filed August 17, 1887.
87. The Rocky Mountain Telegraph Company, W. M. Cairns, General Manager, Butte, Mont. Received and filed August 18, 1887.
88. The Central Arizona Telegraph Company, L. H. Wilson, President, Prescott, Ariz. Received and filed October 6, 1887.
89. W. S. Norman's U. S. Military Telegraph Line. Between Fort Cœur d'Alene and Spokane Falls. W. S. Norman, Spokane, Wash. Received and filed October 13, 1887.
90. The Wyoming Inland Telegraph Company, F. B. Proctor, Secretary, Buffalo, Wyo. Received and filed October 19, 1887.
91. The Chicago Postal Telegraph Company, Marcus Pollasky, President, Chicago, Ill. Received and filed January 3, 1888.

92. The Western Union Telegraph Company of Baltimore City, Richard J. Bloxham, President, Baltimore, Md. Received and filed January 7, 1889.
93. The Southern Bell Telephone and Telegraph Company, D. I. Carson, Secretary, 195 Broadway, New York. Received and filed February 18, 1889.
94. The Washington and Idaho Telegraph Company, E. B. Spencer, Secretary, Spokane, Wash. Received and filed May 11, 1889.
95. The Continental Telegraph Company, E. L. Martin, President, Kansas City, Mo. Received and filed May 27, 1889.
96. The Maryland Central Railway Company, C. F. Kerchner, Secretary, Baltimore, Md. Received and filed September 6, 1899.
97. The Edison Mutual Telegraph Company, Titus Sheared, President, Van Wert, Ohio. Received and filed November 11, 1889.
98. The Atlantic Postal Telegraph-Cable Company, A. B. Chandler, President, 1 Broadway, N. Y. Received and filed August 2, 1890.
99. The New York Submarine Cable and Telegraph Company, S. F. Austin, Secretary, Brooklyn, N. Y. Received and filed September 2, 1892.
100. New England Printing Telegraph Company, Charles O. Billings, President, Boston, Mass. Received and filed December 5, 1892.
101. Rocky Mountain Bell Telephone Company, Geo. Y. Wallace, President, Salt Lake City, Utah. Received and filed June 12, 1893.
102. Oregon Telegraph and Telephone Company, W. B. King, President, Portland, Oreg. Received and filed September 1, 1893.
103. Cie Française du Telegraphe du Paris à New York, M. LeFaivre, President. Received and filed October 11, 1893.
104. U. S. Postal Printing Telegraph Company, J. W. Rogers, President, Washington, D. C. Received and filed December 21, 1894.
105. The Board of Trade Telegraph Company, A. B. Chandler, President, New York, N. Y. Received and filed April 2, 1895.
106. The Electric News and Money Transfer Company, Allan Macdonell, President, Jersey City, N. J. Received and filed July 16, 1895.
107. The Western Telephone and Telegraph Company, Geo. W. Beers, President, Lima, Ohio. Received and filed November 25, 1895.
108. The Standard Telegraph and Telephone Company, James S. Clarkson, President, New York, N. Y. Received and filed January 4, 1896.
109. The New England Printing Telegraph Company of Massachusetts, J. R. Clark, Secretary, Boston, Mass. Received and filed February 12, 1896.
110. The Postal Telegraph-Cable Company of Texas, Geo. B. Perham, Secretary and Treasurer, Lowell, Mass. Received and filed May 18, 1896.
111. The Postal Telegraph-Cable Company of Arkansas, James Thorpe, acting Secretary and Treasurer, Lowell, Mass. Received and filed May 28, 1896.
112. The Postal Telegraph-Cable Company, of Texas, George B. Perham, Secretary and Treasurer, Lowell, Mass. Received and filed May 28, 1896.
113. The Postal Telegraph-Cable Company of Louisiana, J. H. McLeary, President, New Orleans, La. Received and filed June 11, 1896.
114. The Postal Telegraph-Cable Company of Massachusetts, H. J. Pettengill, President, Boston, Mass. Received and filed September 11, 1896.
115. The Citizens' Telephone Company of Pennsylvania, Frank E. Sherwood, President, Honesdale, Pa. Received and filed April 8, 1897.
116. The Carolina Mutual Telephone and Telegraph Company of Charleston, S. C., T. Moultrie Mordecai, Vice-President, Charleston, S. C. Received and filed June 7, 1897.
117. The Postal Telegraph Company of Illinois, Leander D. Parker, President, Chicago, Ill. Received and filed June 17, 1897.
118. The Southwestern Telegraph and Telephone Company of New York, George B. Perham, Secretary, Lowell, Mass. Received and filed July 17, 1897.
119. The Southwestern Telegraph and Telephone Company of Texas, Charles J. Glidden, Secretary, Lowell, Mass. Received and filed July 17, 1897.
120. The Spokane and B. C. Telegraph and Telephone Company, R. M. White, Secretary, Meyers Falls, Wash. Received and filed July 19, 1897.

121. The Empire Telephone and Telegraph Company, D. A. Reynolds, President, 803 New York Life Building, New York, N. Y. Received and filed September 28, 1897.
122. The National Telephone and Telegraph Company, George W. Beers, President, Fort Wayne, Ind. Received and filed October 2, 1897.
123. The Northwestern Telephone Exchange Company, George B. Perham, Secretary, Lowell, Mass. Received and filed October 8, 1897.
124. The Southwestern Telephone and Telegraph Company of Arkansas, Charles J. Glidden, President, Lowell, Mass. Received and filed November 13, 1897.
125. The Sunset Telephone and Telegraph Company, John I. Sabin, President, San Francisco, Cal. Received and filed December 14, 1897.
126. The Cumberland Telephone and Telegraph Company, James E. Caldwell, President, Nashville, Tenn. Received and filed January 8, 1898.
127. The United Telegraph, Telephone and Electric Company, John G. Earle, President, Chicago, Ill. Received and filed March 25, 1898.
128. The Minnesota Central Telephone Company, D. N. Tallman, President, Minneapolis, Minn. Received and filed April 4, 1898.
129. The Inland Telephone and Telegraph Company, John Lawrence, Vice-President, Spokane, Wash. Received and filed April 11, 1898.
130. The East Tennessee Telephone Company, O. F. Noel, President, Nashville, Tenn. Received and filed April 18, 1898.
131. The Postal Telegraph-Cable Company of Indiana, Welcome I. Capen, President, Indianapolis, Ind. Received and filed April 28, 1898.
132. The Southern Minnesota Telephone Company, Thomas A. Way, President, Slayton, Minn. Received and filed May 14, 1898.
133. The Southern Dakota Telephone Company, Thomas A. Way, President, Madison, S. Dak. Received and filed May 14, 1898.
134. The Western Electric Telephone Company, Thomas A. Way, Treasurer, Britt, Iowa. Received and filed May 14, 1898.
135. The Kinlock Telephone Company of Missouri, William F. Nolker, Vice-President, St. Louis, Mo. Received and filed May 20, 1898.
136. The American District Telegraph Company of Indiana, H. D. Bennett, President, Indianapolis, Ind. Received and filed June 9, 1898.
137. The Standard Telephone Company of Missouri, Thomas T. Crittenden, President, Kansas City, Mo. Received and filed June 20, 1898.
138. The American District Telegraph Company of Columbus, Ohio, William F. Burdell, Secretary, Columbus, Ohio. Received and filed July 6, 1898.
139. The Commercial Cable and Telegraph Company, J. O. Stevens, Assistant Secretary, 253 Broadway, New York, N. Y. Received and filed July 9, 1898.
140. The Iowa Telephone Company, C. E. Yost, President, Davenport, Iowa. Received and filed July 13, 1898.
141. Postal Telegraph Company, Chas. P. Bruch, Secretary, 1031-1033 Chestnut street, Philadelphia, Pa. Received and filed August 30, 1898.
142. Postal Telegraph and Cable Company No. 1, Chas. P. Bruch, Secretary, 1031-1033 Chestnut street, Philadelphia, Pa. Received and filed August 30, 1898.
143. Postal Telegraph and Cable Company No. 2, Chas. P. Bruch, Secretary, 1031-1033 Chestnut street, Philadelphia, Pa. Received and filed August 30, 1898.
144. Postal Telegraph and Cable Company No. 3, Chas. P. Bruch, Secretary, 1031-1033 Chestnut street, Philadelphia, Pa. Received and filed August 30, 1898.
145. The Union Telephone and Telegraph Company, Wm. A. Hughes, Secretary, Erie, Pa. Received and filed September 3, 1898.
146. The Central Dakota Telephone Company, E. G. Porter, Secretary, Aberdeen, S. Dak. Received and filed October 3, 1898.
147. The Hanamo Telephone Company, J. Woodson Smith, President, Maryville, Mo. Received and filed October 5, 1898.
148. The Owatonna Telephone Exchange Company, W. B. Porter, President, Owatonna, Minn. Received and filed October 8, 1898.
149. The Western Minnesota Telephone Company, E. G. Porter, Secretary, Glencoe, Minn. Received and filed October 14, 1898.

150. The Bucyrus Telephone Company, E. L. Barber, President, Bucyrus, Ohio. Received and filed November 3, 1898.
151. The Ottumwa Long Distance Telephone Company, J. C. Goddard, President, Ottumwa, Iowa. Received and filed November 29, 1898.
152. The Dakota Central Telephone Lines, W. G. Bickelhaupt, Secretary, Aberdeen, S. Dak. Received and filed December 8, 1898.
153. The Savannah Telephone Company, G. A. Haynie, President, Savannah, Mo. Received and filed January 3, 1899.
154. The Conway Telephone Company, G. A. Haynie, President, Conway, Iowa. Received and filed January 3, 1899.
155. The Minnesota Mutual Telephone and Telegraph Company, D. N. Tallman, President, Minneapolis, Minn. Received and filed January 5, 1899.
156. The Cleveland Telephone Company, Chas. J. Glidden, President, Lowell, Mass. Received and filed January 14, 1899.
157. The Michigan Telephone Company, George B. Perham, Secretary, Lowell, Mass. Received and filed January 28, 1899.
158. The Interstate Telegraph and Telephone Company, A. T. Presson, President, Lakeland, Minn. Received and filed January 28, 1899.
159. The People's Telephone Corporation of New York, D. R. James, President, 87 Nassau street, New York, N. Y. Received and filed February 6, 1899.
160. The Interstate Telephone Company of St. Joseph, Mo., H. W. Hansen, President, St. Joseph, Mo. Received and filed February 14, 1899.
161. The Boston and New York Telephone and Telegraph Company, Charles E. Adams, President, 89 State street, Boston, Mass. Received and filed March 4, 1899.
162. The Massachusetts Telephone and Telegraph Company, Z. S. Halbhook, President, 89 State street, Boston, Mass. Received and filed March 4, 1899.
163. The People's Telephone Company, J. W. Lobb, Secretary, Des Moines, Iowa. Received and filed April 10, 1899.
164. The Commercial Cable Company of Cuba, Albert Beck, Secretary, 253 Broadway, New York, N. Y. Received and filed April 17, 1899.
165. The Sheridan Telephone Company of Wyoming, W. G. Griffen, Vice-President, Sheridan, Wyo. Received and filed April 26, 1899.
166. The Buffalo Telephone Company, C. H. Parmelee, President, Buffalo, N. Y. Received and filed April 27, 1899.
167. The Fairmont Telephone Company of Fairmont, Minn., W. W. Ward, President, Fairmont, Minn. Received and filed May 10, 1899.
168. The Lackawanna Telephone Company, W. J. Lewis, President, Scranton, Pa. Received and filed May 12, 1899.
169. The People's Telephone Company, Abram Nesbitt, President, Wilkesbarre, Pa. Received and filed May 12, 1899.
170. The Old Kentucky Telephone and Telegraph Company, S. T. Prewitt, President, Pinegrove, Ky. Received and filed May 18, 1899.
171. The Wisconsin Telephone Company, Charles J. Glidden, President, Milwaukee, Wis. Received and filed May 23, 1899.
172. The Forman Telephone Company, W. W. Bradley, President, Forman, N. Dak. Received and filed May 27, 1899.
173. The American District Telegraph Company of Ohio, H. D. Bennett, President, Columbus, Ohio. Received and filed June 22, 1899.
174. The Ohio Postal Telegraph-Cable Company, Frederick Willis Conger, President, Cincinnati, Ohio. Received and filed August 9, 1899.
175. The Boston and New York Telephone and Telegraph Company, Chas. E. Adams, President, Boston, Mass. Received and filed August 10, 1899.
176. The Pacific Mutual Telegraph Company of Missouri, W. H. Baker, Vice-President, New York, N. Y. Received and filed September 1, 1899.
177. The Illinois District Telegraph Company, G. R. Johnston, Secretary, Western Union Building, Chicago, Ill. Received and filed September 23, 1899.
178. The American District Telegraph Company of Iowa, G. R. Johnston, Secretary, Western Union Building, Chicago, Ill. Received and filed September 23, 1899.
179. The Postal Telegraph-Cable Company of Wyoming, Gibson Clark, Secretary, Cheyenne, Wyo. Received and filed September 25, 1899.
180. The Colorado Postal Telegraph-Cable Company, Joseph D. Stevens, Secretary, Denver, Colo. Received and filed September 25, 1899.

181. The Postal Telegraph-Cable Company of Utah, E. P. Gaylord, Secretary, Salt Lake City, Utah. Received and filed September 25, 1899.
182. The Postal Telegraph-Cable Company of Montana, T. J. Bates, Secretary, Helena, Mont. Received and filed September 25, 1899.
183. The Postal Telegraph-Cable Company of Idaho, W. L. Walker, Secretary, Boise City, Idaho. Received and filed September 25, 1899.
184. The American District Telegraph Company of Wisconsin, H. D. Bennett, President, Columbus, Ohio. Received and filed October 25, 1899.
185. The American District Telegraph Company of Minnesota, H. D. Bennett, President, Columbus, Ohio. Received and filed October 25, 1899.
186. The Chicago, Milwaukee and Lake Superior Telegraph Company, W. H. Baker, Vice-President, New York, N. Y. Received and filed November 4, 1899.
187. The Postal Telegraph and Cable Company of New Jersey, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
188. The Postal Telegraph and Cable Company of Rhode Island, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
189. The Postal Telegraph and Cable Company of Connecticut, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
190. The Commercial Union Telegraph Company of Massachusetts, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
191. The Atlantic Postal Telegraph Company of New Jersey, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed December 4, 1899.
192. The Commercial Union Telegraph Company of Maine, H. S. Osgood, President, Portland, Me. Received and filed January 18, 1900.
193. The Commercial Union Telegraph Company of New York, Chas. P. Bruch, Secretary, New York, N. Y. Received and filed January 19, 1900.
194. The American District Telegraph Company of Kentucky, H. D. Bennett, President, Columbus, Ohio. Received and filed March 1, 1900.
195. The American District Telegraph Company of Michigan (Limited), H. D. Bennett, President, Columbus, Ohio. Received and filed March 1, 1900.
196. The American District Telegraph Company of Pennsylvania, H. D. Bennett, President, Columbus, Ohio. Received and filed March 1, 1900.
197. The Colorado District Telegraph Company, W. A. Deuel, President, Denver, Colo. Received and filed April 2, 1900.
198. The County Telephone and Telegraph System, G. G. Bickley, President, Waterloo, Iowa. Received and filed April 28, 1900.
199. The Postal Telegraph-Cable Company of New Mexico, Chas. P. Bruch, Secretary, New York, N. Y. Received and filed May 2, 1900.
200. The Moravia Telephone Company, E. McFatrige, President, Moravia, Iowa. Received and filed May 15, 1900.
201. The New State Telephone and Telegraph Company, Chas. G. Cockerill, President, Jefferson, Iowa. Received and filed May 24, 1900.
202. The Chicago and Milwaukee Telegraph Company, F. E. Crawford, Secretary, Chicago, Ill. Received and filed May 28, 1900.
203. The Postal Telegraph-Cable Company of Iowa, William H. Baker, President, New York, N. Y. Received and filed July 3, 1900.
204. The American District Telegraph Company, Milwaukee, Wis., W. J. Lloyd, Secretary, Milwaukee, Wis. Received and filed August 3, 1900.
205. The American District Telegraph Company of Dakota, H. D. Bennett, President, Columbus, Ohio. Received and filed August 23, 1900.
206. The New York Mutual Telegraph Company, Thomas T. Eckert, President, New York, N. Y. Received and filed October 17, 1900.
207. The Pacific States Telephone and Telegraph Company, J. O. Ainsworth, Vice-President, Portland, Oreg. Received and filed October 27, 1900.

208. The American District Telegraph Company of Montana, H. D. Bennett, President, Columbus, Ohio. Received and filed November 16, 1900.
209. The National District Telegraph Company of Louisiana (Limited), H. D. Bennett, President, Columbus, Ohio. Received and filed November 28, 1900.
210. The American District Telegraph Company of Washington, D. C., H. D. Bennett, President, Columbus, Ohio. Received and filed November 28, 1900.
211. The American District Telegraph Company of Arkansas, E. C. Newton, Secretary, Little Rock, Ark. Received and filed December 18, 1900.
212. The Postal Telegraph-Cable Company of Tennessee, Chas. P. Bruch, Secretary, New York, N. Y. Received and filed January 12, 1901.
213. The Mountain Telegraph Company, J. A. Kebler, President, Denver, Colo. Received and filed January 19, 1901.
214. Marthas Vineyard Telegraph Company, Geo. C. Maynard, President, Washington Loan and Trust Building, Washington, D. C. Received and filed January 24, 1901.
215. The Postal Telegraph-Cable Company of Kentucky, Chas. P. Bruch, Secretary, New York, N. Y. Received and filed January 24, 1901.
216. New York, Philadelphia and Norfolk Telegraph Company, Anthony Higgins, President, Washington, D. C. Received and filed February 14, 1901.
217. Commercial Telegraph and Cable Company of Louisiana, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed March 18, 1901.
218. American District Telegraph Company of Texas, G. R. Johnston, Secretary, Columbus, Ohio. Received and filed March 20, 1901.
219. American District Telegraph Company of Cleveland, G. R. Johnston, Secretary, Columbus, Ohio. Received and filed March 20, 1901.
220. Southern Telegraph Association, New Jersey Corporation and Trust Company, 419 Market street, Camden, N. J. Received and filed April 12, 1901.
221. Missouri District Telegraph Company, R. H. Bohle, Secretary and Treasurer, St. Louis, Mo. Received and filed April 19, 1901.
222. American District Telegraph Company of Missouri, G. R. Johnston, Secretary, Columbus, Ohio. Received and filed April 29, 1901.
223. Kansas Postal Telegraph-Cable Company, Chas. P. Bruch, Secretary, New York, N. Y. Received and filed June 8, 1901.
224. Postal Telegraph Cable-Company of New Jersey, Chas. P. Bruch, Secretary, 253 Broadway, New York, N. Y. Received and filed June 20, 1901.
225. National District Telegraph Company of Michigan (Limited), H. D. Bennett, President, Columbus, Ohio. Received and filed June 28, 1901.
226. Atlantic Telephone Company of the City and State of New York, Wm. H. Stayton, President, New York, N. Y. Received and filed August 14, 1901.
227. United Telephone and Telegraph Company of Minnesota, A. T. Averill, President, Minneapolis, Minn. Received and filed September 12, 1901.
228. Michigan Postal Telegraph Company of Michigan, Chas. P. Bruch, Secretary, New York. Received and filed November 2, 1901.
229. Champlain Telegraph Company of New York, Chas. P. Bruch, Secretary, New York. Received and filed November 2, 1901.
230. Texas Telegraph Company, Chas. P. Bruch, Secretary, New York. Received and filed November 7, 1901.
231. Southern Atlantic Telegraph Company of Baltimore City, Chas. P. Bruch, Secretary, New York. Received and filed November 12, 1901.
232. New Jersey Postal Telegraph Company, Chas. P. Bruch, Secretary, New York. Received and filed December 12, 1901.
233. Commercial Pacific Cable Company, Geo. G. Ward, Vice-President, New York. Received and filed December 12, 1901.
234. American District Telegraph Company of New Jersey, H. D. Bennett, President, Columbus, Ohio. Received and filed December 13, 1901.
235. Lehigh Telegraph Company, J. O. Stevens, Secretary, 253 Broadway, New York, N. Y. Received and filed February 4, 1902.

SCHEDULE OF RATES FOR GOVERNMENT TELEGRAMS ON AND AFTER JULY 1, 1901.

RATE FOR TWENTY WORDS AND MULTIPLES OF TWENTY, AND FOR WORDS ADDITIONAL TO TWENTY OR ANY MULTIPLE THEREOF.

NUMBER OF
WORDS.

DAY MESSAGES.

NIGHT MESSAGES.

1,000 MILES.

1,500 MILES.

2,000 MILES.

2,500 MILES.

3,000 MILES
OR MORE.

2,000 MILES.

OVER 2,000
MILES.

20	\$0.20	\$0.25	\$0.30	\$0.35	\$0.40	\$0.15	\$0.25
40	.40	.50	.60	.70	.80	.35	.45
60	.60	.75	.90	1.05	1.20	.55	.65
80	.80	1.00	1.20	1.40	1.60	.75	.85
100	1.00	1.25	1.50	1.75	2.00	.95	1.05
200	2.00	2.50	3.00	3.50	4.00	1.95	2.05
300	3.00	3.75	4.50	5.25	6.00	2.95	3.05
400	4.00	5.00	6.00	7.00	8.00	3.95	4.05
500	5.00	6.25	7.50	8.75	10.00	4.95	5.05
1	.01	.01	.02	.02	.02	.01	.01
2	.02	.03	.03	.04	.04	.02	.02
3	.03	.04	.05	.05	.06	.03	.03
4	.04	.05	.06	.07	.08	.04	.04
5	.05	.06	.08	.09	.10	.05	.05
6	.06	.08	.09	.11	.12	.06	.06
7	.07	.09	.11	.12	.14	.07	.07
8	.08	.10	.12	.14	.16	.08	.08
9	.09	.11	.14	.16	.18	.09	.09
10	.10	.13	.15	.18	.20	.10	.10
11	.11	.14	.17	.19	.22	.11	.11
12	.12	.15	.18	.21	.24	.12	.12
13	.13	.16	.20	.23	.26	.13	.13
14	.14	.18	.21	.25	.28	.14	.14
15	.15	.19	.23	.26	.30	.15	.15
16	.16	.20	.24	.28	.32	.16	.16
17	.17	.21	.26	.30	.34	.17	.17
18	.18	.23	.27	.32	.36	.18	.18
19	.19	.24	.29	.33	.38	.19	.19

TABLE OF DISTANCES—BY CAPITALS.

Wash'ton, D. C.	0	Wash'ton, D. C.	0
Albany, N. Y.	373	Albany, N. Y.	0
Annapolis, Md.	42	Annapolis, Md.	0
Atlanta, Ga.	649	Atlanta, Ga.	0
Augusta, Me.	615	Augusta, Me.	0
Austin, Tex.	1,556	Austin, Tex.	0
B. Rouge, La.	1,179	B. Rouge, La.	0
Bismarck, N. D.	1,552	Bismarck, N. D.	0
Boise, Idaho.	1,640	Boise, Idaho.	0
Boston, Mass.	2,579	Boston, Mass.	0
Carson C., Nev.	444	Carson C., Nev.	0
Charles'n, W. Va.	2,923	Charles'n, W. Va.	0
Cheyenne, Wyo.	759	Cheyenne, Wyo.	0
Columbia, S. C.	1,763	Columbia, S. C.	0
Columbus, O.	490	Columbus, O.	0
Concord, N. H.	487	Concord, N. H.	0
Denver, Colo.	491	Denver, Colo.	0
Des Moines, Ia.	1,748	Des Moines, Ia.	0
Dover, Del.	1,113	Dover, Del.	0
Guthrie, Okla.	138	Guthrie, Okla.	0
Harrisburg, Pa.	604	Harrisburg, Pa.	0
Hartford, Conn.	1,466	Hartford, Conn.	0
Helena, Mont.	125	Helena, Mont.	0
Indianapolis, Ind.	2,295	Indianapolis, Ind.	0
Jeff. City, Mo.	643	Jeff. City, Mo.	0
Lansing, Mich.	1,011	Lansing, Mich.	0
Lincoln, Neb.	1,019	Lincoln, Neb.	0
Lit. Rock, Ark.	661	Lit. Rock, Ark.	0
Madison, Wis.	1,285	Madison, Wis.	0
Montgom., Ala.	1,291	Montgom., Ala.	0
Montpelier, Vt.	910	Montpelier, Vt.	0
Nash'ville, Tenn.	824	Nash'ville, Tenn.	0
Newport, R. I.	710	Newport, R. I.	0
Olympia, Wash.	415	Olympia, Wash.	0
Phoenix, Ariz.	2,472	Phoenix, Ariz.	0
Pierre, S. D.	2,699	Pierre, S. D.	0
Raleigh, N. C.	2,614	Raleigh, N. C.	0
Richmond, Va.	1,584	Richmond, Va.	0
Sacramento, Cal.	299	Sacramento, Cal.	0
St. Paul, Minn.	3,061	St. Paul, Minn.	0
Salt L. C., Utah.	1,172	Salt L. C., Utah.	0
Springfield, Ill.	2,293	Springfield, Ill.	0
Tallahassee, Fla.	2,026	Tallahassee, Fla.	0
Topeka, Kan.	2,240	Topeka, Kan.	0
Trenton, N. J.	169	Trenton, N. J.	0



FORMULATION OF OFFICIAL COMMUNICATIONS FOR PRESS COPYING.

1902.

Department Circular No. 145.

Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., December 27, 1902.

To Officers and Employees of the Treasury Department and others concerned:

Carbon copies of letters and of other official matter are to be filed with the subject-matter to which they relate and are not to be bound.

The imperfect condition in which press copies of letters and other official matter are often received in the Treasury bindery shows a want of uniformity and care in the execution and handling of these important papers which should be remedied. In many instances press copies are found to be illegible on account of blurring or other defects in copying, and the margins of press copies are frequently occupied by the initial letters of names and other written matter, which have to be cut into in trimming the bound volumes, making the binding difficult, if not impossible, without seriously mutilating the papers. This can be avoided, if a uniform method is followed, in writing and initialing letters and other official matter, with a view to providing proper margins on press copies, and greater care is taken in press copying.

It is therefore directed, in order that press copies may have the proper margins—

That hereafter skeleton blanks (known as "form letters"), written letters, and other official matter, to be press copied, shall have an unoccupied margin on the left of 1 inch, and one-half inch on each of the other three margins. No printing or writing of any kind shall occupy these reserved margins. Proper margins should also be reserved in the indorsing or briefing of letters—1 inch at the top and one-half inch at the left and bottom, respectively. When the three folds of a letter are occupied by indorsements, there should be a margin on the right of the last fold corresponding in width to that on the left of the first fold, viz, one-half inch.

The legibility of the records of the Department is of the first importance, and the utmost care must be exercised in making them up. Therefore, in order that perfectly legible copies may be secured, none but intelligent, experienced, and careful persons should be intrusted with the important duty of press-copying letters and other official matter. The letters should be placed evenly in the center of the sheets of copying paper, which will secure the required margins all around, and with the view of preventing undue shrinking and warping before drying, press copies, upon their being separated from the letters, should be placed between sheets of blotting paper and returned to the press, to remain there, slightly pressed, until dry.

Press copies of letters and other matter presented for binding should be properly arranged and paged in the office where they originate, before being sent to the bindery, each page or sheet being numbered consecutively, in plain conspicuous figures, in the upper right-hand corner, 1 inch from each edge.

It being desirable that the volumes of press copies be of uniform size when bound, they will be trimmed in the bindery to $8\frac{1}{2}$ by $10\frac{1}{2}$ inches.

Whenever illegible, imperfect, or defective sheets are found among press copies submitted to be bound, the matter must be promptly reported by the foreman of the bindery to the head of the office from which they emanate, with the view of preventing a repetition of such unsatisfactory work.

The requirements of this circular must be strictly followed, and to insure its observance, a copy should be placed in the hands of each clerk, typewriter, and press copyist in the Department.

LESLIE M. SHAW,
Secretary.

Treasury Department

OFFICE OF THE SECRETARY

Washington, D. C., December 27, 1900

Very much of the Treasury Department and its various branches is now engaged in the preparation of a new set of official records, and it is the policy of the Department to have these records as complete and accurate as possible. In many instances, the records of the Department are now in the hands of the various branches, and it is the policy of the Department to have these records as complete and accurate as possible. In many instances, the records of the Department are now in the hands of the various branches, and it is the policy of the Department to have these records as complete and accurate as possible.

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ORDERS FOR TRAVELING AND ALLOWANCES FOR TRAVELING EXPENSES.
(Superseding all previous regulations.)

1903.

Department Circular No. 45.

Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., April 10, 1903.

To Officers and Employees of the Treasury Department and others concerned:

The attention of the officers and employees of the Treasury Department is called to the following provisions of the act entitled "An Act making appropriations for the support of the Army for the fiscal year ending June thirtieth, one thousand eight hundred and seventy-five, and for other purposes," approved June 16, 1874:

* * * *Provided*, That only actual traveling expenses shall be allowed to any person holding employment or appointment under the United States, and all allowances for mileage and transportation in excess of the amount actually paid are hereby declared illegal; and no credit shall be allowed to any of the disbursing officers of the United States for payments or allowances in violation of this provision. * * *

And it is hereby directed that all travel orders or authorizations for travel required in the transaction of the business of the Treasury Department shall hereafter be signed by the Secretary of the Treasury or an Assistant Secretary of the Treasury except in the conduct of the Internal Revenue Service; but this exception shall not include the office force of the Internal Revenue Bureau in Washington.

In cases of exigency only, when imperatively necessary for the prompt transaction of public business, orders involving travel may be issued by the heads of bureaus and offices, who are hereby authorized to sign orders of this character and report the same promptly to the Secretary's office for approval. The expense incurred will not be allowed without such approval.

In accordance with the foregoing provisions and requirements, persons traveling upon the official business of this Department will hereafter be allowed their "actual traveling expenses" usual and essential to the ordinary comfort of travelers, embraced in the following items of expenditure:

Actual fares on railroads, steamboats, and other conveyances, by the shortest practicable route; the hire of special transportation where there are no regular means of conveyance; street-car, omnibus, or transfer coach fare to and from depots and hotels, and where there are no such conveyances, moderate and necessary hack hire, and reasonable fees to porters and expressmen. Sleeping-car fare for one double berth for each person, or customary stateroom accommodation on steamboats and other vessels; one seat in parlor car, and lodgings and actual board in hotels at a rate not greater than \$5 per day; reasonable allowance for baths, and reasonable expense for laundering where the travel continues for a week or more. Hotel bills and receipts will be taken in all cases where it is practicable to obtain them, and must accompany the accounts as vouchers. No charge will be allowed for hotel bills when the detention is unnecessary for the performance of the duties for which travel is required.

Accounts will be rendered upon a form approved by the Department, which shall be accompanied by expense vouchers, itemized as far as possible. A copy of the order under which the expenses were incurred must also accompany each account.

Each account must be sworn to by the person rendering it, as just and true in all respects, and must state that the services specified therein were actually performed; that the expenses charged were actually and necessarily incurred and paid at the dates specified; that the distances as charged were actually and necessarily traveled, and that no part of the travel was under a free pass on a railway, steamboat, or other conveyance.

The chief officer of the bureau or branch of service for which the services mentioned in the order of the Department accompanying the account were performed must certify that such services were performed; that they were necessary and proper, and that the prices paid for travel, etc., were just and reasonable.

No account for traveling expenses shall be paid unless rendered upon the proper voucher approved by the Secretary of the Treasury or one of the Assistant Secretaries.

M. E. AILES,
Acting Secretary.

APPOINTMENTS, PROMOTIONS, OR REMOVALS IN COMPETITIVE POSITIONS.

1903.
Department Circular No. 44.
Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY.

Washington, D. C., April 10, 1903.

To Officers and Employees of the Treasury Department and others concerned:

Special attention is called to the following provisions of civil-service rules, effective April 15, 1903, regarding the receipt of letters, respecting appointments, promotions, or removals in competitive positions, which provisions must be strictly enforced:

Section 3 of Rule I provides that—

No recommendation of an applicant, eligible, or employee in the competitive service involving a disclosure of his political or religious opinions or affiliations shall be considered or filed by the Commission or any officer concerned in making appointments or promotions.

Section 3 of Rule XI provides that—

No recommendation for the promotion of a classified employee shall be considered by any officer concerned in making promotions, unless it be made by the person under whose supervision such employee has served; and such recommendation by any other person, if made with the knowledge and consent of the employee, shall be sufficient cause for debarring him from the promotion proposed, and a repetition of the offense shall be sufficient cause for removing him from the service.

M. E. AILES,

Acting Secretary.



TREASURY DEPARTMENT,

BUREAU OF THE MINT,

Washington,

November 22, 1902.

Frank M. Downer Esq.,
Assayer in Charge, U. S. Mint,
Denver, Colorado.

Sir:

The frequency of complaints at this office concerning the unpaid and dishonored obligations of employes in the various institutions of the Mint service is the occasion of further emphasis upon the rule that said delinquencies will not be permitted.

The department expects all employes to keep their personal credit good and will not tolerate the reflection upon the service which is involved in having accounts go neglected and unpaid.

No employe will be retained in the Mint service who is careless and indifferent in such matters and you are instructed to enforce this rule in your office.

Respectfully,

Gro E. Roberts
Director of the Mint.

BUREAU OF THE MINT,

Nov 22, 1902.

Mr. E. J. Doherty

Director of the Mint.

SUBJECT:

Expenses of the
Service must
not be included in
Personal Financial
Statement.

CERTIFICATION AND PAYMENT OF THE SALARIES OR COMPENSATION OF OFFICERS, CLERKS, AND
EMPLOYEES OF THE TREASURY DEPARTMENT OUTSIDE OF THE DISTRICT OF COLUMBIA.

1903.

Department Circular No. 76.

Division of Appointments.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington, June 26, 1903.

To Officers and Employees of the Treasury Department,
and others concerned, outside of the District of Columbia:

It is hereby directed that no voucher, pay roll, or account for the salary or compensation of any officer, clerk, or employee rendering service under the Treasury Department *outside of the District of Columbia*, shall be allowed until the services for which payment is to be made have been actually rendered.

Therefore, it is hereby directed:

That officers required to certify that the services covered by such vouchers, pay rolls, or accounts have been rendered shall not so certify until the services to be certified to have been actually rendered;

That in cases where the last day covered by such vouchers, pay rolls, or accounts is Sunday, or is a legal holiday, they may be certified on the day preceding;

That no officer whose duty it is to make payments on account of the salary or compensation of such officers, clerks, or employees shall make them without the certificate above required, and the signature of the approving officer has been affixed thereto; and

That any oath or certification required by law or regulation to be taken, *in addition to the oath of office*, before payment of salary or compensation, in such cases, shall not be administered or taken until the services covered by the voucher, pay roll, or account presented for payment, have been rendered.

LESLIE M. SHAW,

Secretary.

SPECIAL MEMORANDUM.

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Superintendents of Construction must not issue vouchers in payment of their salaries except on the fifteenth or last day of the month, as the case may be; and Disbursing Agents must not pay such vouchers unless issued as above indicated. If either of these days falls upon a Sunday or legal holiday, the voucher may be issued on the preceding day.

Inspectors of Public Buildings and of Mechanical and Electrical work, who are paid from the Department, must wire the Supervising Architect, on the fifteenth and last day of each month, wherever they may be, the two words, "on duty". If either day is a Sunday or legal holiday, wire the preceding day.

Le Seymour
P. Acting Supervising Architect.

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RECOMMENDATIONS FOR PROMOTION, DEMOTION, REDUCTION, OR SUSPENSION OF OFFICERS, CLERKS, OR
EMPLOYEES IN AND UNDER THE TREASURY DEPARTMENT.

1903.
Department Circular No. 77.
Division of Appointments.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington, June 26, 1903.

To Officers and Employees of the Treasury Department and others concerned:

Hereafter in making recommendation for promotion of any officer, clerk, or employee in your respective bureau, office, or division, you are directed to state, relative to the person recommended, the date of the last promotion, the class of work upon which engaged, the aptitude for the general work of the bureau, office, or division in which employed, the standing in regard to punctuality, attendance, and attention to duty, and especially whether the person recommended is by comparison with other officers, clerks, or employees, the best entitled to the promotion recommended, by reason of ability, experience, and the zeal and fidelity displayed in the discharge of duty.

In making recommendation for demotion or reduction in the grade, position, or compensation of any officer, clerk, or employee, the reasons for such recommendation shall be stated specifically and in detail, in order that such reasons may be made part of the records of this Department, as required by the provisions of section 2, Rule XII, Civil Service rules.

In making recommendation for the suspension of any officer, clerk, or employee of the Treasury Department, from duty and pay, the ground upon which such recommendation is based must be given specifically and in detail, in order that the Department may have record of and be enabled to act upon the facts in the case.

LESLIE M. SHAW,
Secretary.

RECOMMENDATION FOR PROMOTION, DEMOTION, REDUCTION OR SUSPENSION OF OFFICIALS, CLERKS, OR EMPLOYEES IN AND UNDER THE TREASURY DEPARTMENT.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY.

Washington, Jan. 25, 1907.

Sir and employees of the Treasury Department and others interested:

After in making recommendation for promotion of any officer, clerk, or employee in the Treasury Department, you are directed to state, relative to the person recommended, the bureau, office, or division, the class of work upon which he or she is engaged, the position for the person recommended, the bureau, office, or division in which employed, the standing in regard to promotion, and attention to duty, and especially whether the person recommended is by comparison with other officers, clerks, or employees, the best entitled to the promotion recommended, for person's ability, experience, and the zeal and ability displayed in the discharge of duty.

In making recommendation for demotion or reduction in the grade, position, or compensation of any officer, clerk, or employee, the reasons for such recommendation shall be stated specifically and fully, in order that such reasons may be made part of the records of this Department, as required by the provisions of section 2, Rule XII, Civil Service Rules.

In making recommendation for the suspension of any officer, clerk, or employee of the Treasury Department, from duty and pay, the ground upon which such recommendation is based shall be stated specifically and in detail, in order that the Department may have record of and be enabled to consider the facts in the case.

LESLIE M. BULLW.

Secretary.

LIST OF SUB-TREASURIES, MINTS, AND ASSAY OFFICES.

TREASURY DEPARTMENT,
OFFICE OF THE TREASURER U. S., December 6, 1902.

SUB-TREASURIES.

	Date of Oath.	Assumed Duties.
ALTIMORE. A. LINCOLN DRYDEN, Assistant Treasurer U. S.....	July 14, 1902	July 14, 1902
BOSTON. GEORGE A. MARDEN, Assistant Treasurer U. S.....	April 1, 1899	April 1, 1899
CHICAGO. WM. P. WILLIAMS Assistant Treasurer U. S. (reappointed)	Mar. 17, 1902	Mar. 17, 1902
CINCINNATI. CHAS. A. BOSWORTH, Assistant Treasurer U. S.....	Oct. 1, 1898	Oct. 1, 1898
NEW ORLEANS. CHARLES J. BELL, Assistant Treasurer U. S.....	Mar. 13, 1899	Mar. 13, 1899
NEW YORK. C. N. JORDAN Assistant Treasurer U. S. (reappointed)	Mar. 1, 1902	Mar. 1, 1902
PHILADELPHIA. JOHN F. FINNEY, Assistant Treasurer U. S.....	Sept. 19, 1898	Sept. 19, 1898
ST. LOUIS. BARNARD G. FARRAR, Assistant Treasurer U. S.....	July 1, 1899	July 1, 1899
SAN FRANCISCO. JULIUS JACOBS, Assistant Treasurer U. S. (reappointed)	July 1, 1902	July 1, 1902

MINTS.

NEW ORLEANS. HUGH S. SUTHON, Superintendent Mint U. S.....	Aug. 6, 1902	Aug. 6, 1902
PHILADELPHIA. JOHN H. LANDIS, Superintendent Mint U. S.....	April 30, 1902	April 30, 1902
SAN FRANCISCO. FRANK A. LEACH, Superintendent Mint U. S.....	July 1, 1897	Aug. 1, 1897

DENVER. (Equipped as Assay Office) FRANK M. DOWNER, Assayer in charge.....	Sept. 3, 1902	Sept. 3, 1902
MINNAPOLIS CITY. " " ROSWELL K. COLCORD, Assayer in charge.....	July 12, 1899	July 12, 1899

ASSAY OFFICES

ALBANY CITY. J. W. CUNNINGHAM, Assayer in charge	April 26, 1897	May 15, 1897
CHARLOTTE. WM. S. CLANTON, Assayer in charge.....	July 31, 1897	July 31, 1897
CHADWOOD. PETER J. MINITER, Assayer in charge. <i>L. E. Jenkins</i>	Oct. 9, 1897	Oct. 9, 1897
HELENA. BENJ. H. TATEM, Assayer in charge.....	Jany. 1, 1901	Jany. 1, 1901
NEW YORK. ANDREW MASON, Superintendent U. S. Assay Office....	April 24, 1883	April 26, 1883
SEATTLE. F. A. WING, Assayer in charge	June 23, 1898	June 23, 1898
ST. LOUIS. GEORGE W. MARK, Assayer in charge	Sept. 30, 1901	Sept. 30, 1901

REGULATIONS CONCERNING THE DISPOSITION OF UNEXPENDED BALANCES OF ANNUAL APPROPRIATIONS,
AND OUTSTANDING CLAIMS PAYABLE FROM SUCH APPROPRIATIONS.

TREASURY DEPARTMENT,

1903.
Department Circular No. 133.
Bookkeeping and Warrants.

OFFICE OF THE SECRETARY,

Washington, December 15, 1903.

The following regulations governing the disposition of unexpended balances of annual appropriations and accounts thereunder are published for the information and guidance of all concerned:

1. Hereafter unexpended balances of annual appropriations will be repaid into the Treasury as soon as practicable after the close of the fiscal year for which they were made, and accounts and claims against the United States payable from such appropriations and remaining outstanding three months after the close of the fiscal year in which they accrued, will be adjusted by the proper accounting officers and paid by warrant of the Secretary of the Treasury.

2. Unexpended balances of appropriations made specifically for the service of the fiscal years ending June 30, 1902, and June 30, 1903, respectively, remaining in the possession of disbursing officers, or standing to their official credit with the Treasurer of the United States, Assistant Treasurers, or designated depositories on December 31, 1903, will be deposited to the credit of the Treasurer of the United States on the receipt of this circular.

3. Not later than September 30, 1904, and September 30 of each year thereafter, disbursing officers will deposit to the credit of the Treasurer of the United States all unexpended balances of annual appropriations remaining in their possession or standing to their official credit except those pertaining to the fiscal year then current. For example, on September 30, 1904, unexpended balances of annual appropriations for the fiscal year 1904 will be deposited; on September 30, 1905, unexpended balances of 1905 appropriations will be deposited, and so on.

4. Accounts and claims payable from annual appropriations for the fiscal years 1902 and 1903 remaining unpaid in the hands of disbursing officers or elsewhere at the close of business December 1903, shall be filed with the proper head of Department or Bureau thereof for administrative action and transmission to the accounting officers for settlement and payment through the Secretary of the Treasury.

5. Accounts and claims accruing during the fiscal year ending June 30, 1904, payable from appropriations made specifically for the service of that year and remaining unpaid at the close of business on September 30, 1904, will be disposed of as prescribed by paragraph 4 of this circular, and the same rule will be applied to unpaid accounts and claims payable from annual appropriations each year thereafter.

6. These regulations do not apply to permanent and indefinite appropriations, but only to those that are made specifically for the service of a designated fiscal year, the unexpended balances of which are carried to the surplus fund in pursuance of law; neither do they apply to appropriations disbursed by officers on duty in Alaska, Porto Rico, the Philippine Archipelago, or at any station beyond the limits of the United States.

LESLIE M. SHAW,

Secretary.

PAYMENT OF SALARIES AND COMPENSATION.

1904.

Department Circular No. 46.

TREASURY DEPARTMENT,
OFFICE OF COMPTROLLER OF THE TREASURY,

Washington, May 23, 1904.

To all Disbursing Officers of the United States:

Section 4 of the act making appropriations for sundry civil expenses of the Government for the fiscal year ending June 30, 1905, and for other purposes, provides—

That the annual compensation of officers, agents and employees of the United States for services rendered subsequent to June thirtieth, nineteen hundred and four, shall be divided into twelve equal installments, one of which shall be the pay for each calendar month; and in making payments for a fractional part of a month, one-thirtieth of one of such installments, or of a monthly compensation, shall be the rate to be paid for each day. For the purpose of computing such compensation each and every month shall be held to consist of thirty days, without regard to the actual number of days in any month, thus excluding the thirty-first day of any month from the computation, and treating February as if it actually had thirty days.

This act becomes operative relative to payments for all services rendered after July 1, 1904, and applies only to annual and monthly compensations; per diem compensations will be paid as heretofore.

In case of annual compensations one-twelfth of each said compensations will be paid for each full calendar month's service rendered by the same person without regard to the actual number of days in said month.

For the purposes of payment of annual or monthly compensations, where there is no break of service, the 31st day of any month will be treated as *dies non*. The last day of February will be counted as three days and in leap year as two days.

In making payments for a fractional part of a month, where service has been performed therein by two or more persons holding the same office or place, one-thirtieth of one month's installment of annual compensation, or of any monthly compensation, shall be the rate to be paid for each day of service, except for the 31st day of any month, for which nothing can be paid, provided the full salary is taken up in making payments for service accruing before the 31st.

To illustrate: A person serving during the whole of a thirty-one-day month will receive the full monthly salary and no more, or the one-twelfth of an annual salary, and no more.

A person serving during the whole of February, a twenty-eight-day month, shall likewise receive the full monthly salary, or the one-twelfth of the annual salary.

A person appointed on the 31st day of a month will receive no salary or compensation for said day's service, if the full salary has been earned by his predecessors.

A person serving from the 1st to and including the 15th day of February will receive the fifteen-thirtieths of a month's salary.

A person succeeding him on the 16th day of February and holding until and including the 28th day of February, will receive thirteen-thirtieths of a month's salary, and in leap year fourteen-thirtieths, if he serves on the 29th.

R. J. TRACEWELL,
Comptroller.

APPROVED:

LESLIE M. SHAW,

Secretary of the Treasury.

REGULATIONS RELATIVE TO HOURS OF LABOR, LEAVES OF ABSENCE, AND RECORDING AND REPORTING
ABSENCE OF OFFICERS, CLERKS, AND EMPLOYEES IN THE TREASURY DEPARTMENT.

1904.

Department Circular No. 35.

Division of Appointments.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington, April 12, 1904.

To Officers and Employees of the Treasury Department and others concerned:

Special attention is called to the following provisions of law relating to hours of labor and leaves of absence of clerks and other employees:

The act of Congress of March 15, 1898, as amended by the act approved March 3, 1903, provides that—

Hereafter it shall be the duty of the heads of the several Executive Departments, in the interest of the public service, to require of all clerks and other employees of whatever grade or class, in their respective departments, not less than seven hours of labor each day, except Sundays and days declared public holidays by law or executive order: *Provided*, That the heads of the departments may, by special order, stating the reason, further extend the hours of any clerk or employee in their departments, respectively; but in case of an extension it shall be without additional compensation: *Provided further*, That the head of any department may grant thirty days annual leave with pay in any one year to each clerk or employee: *And provided further*, That where some member of the immediate family of a clerk or employee is afflicted with a contagious disease and requires the care and attendance of such employee, or where his or her presence in the department would jeopardize the health of fellow clerks, and in exceptional and meritorious cases, where a clerk or employee is personally ill, and where to limit the annual leave to thirty days in any one calendar year would work peculiar hardship, it may be extended, in the discretion of the head of the Department, with pay, not exceeding thirty days in any one case or in any one calendar year.

This section shall not be construed to mean that so long as a clerk or employee is borne upon the rolls of the department, in excess of the time herein provided for or granted that he or she shall be entitled to pay during the period of such excessive absence, but that the pay shall be stopped upon the expiration of the granted leave.

The act of July 7, 1898, provides that—

* * * Nothing contained in section seven of the act making appropriations for the legislative, executive, and judicial expenses of the Government for the fiscal year eighteen hundred and ninety-nine, approved March fifteenth, eighteen hundred and ninety-eight shall be construed to prevent the head of any Executive Department from granting thirty days annual leave with pay in any one year to a clerk or employee, notwithstanding such clerk or employee may have had during such year not exceeding thirty days leave with pay on account of sickness as provided in said section seven.

The act of February 24, 1899, provides—

* * * That the thirty days annual leave of absence with pay in any one year to clerks and employees in the several Executive Departments authorized by existing law shall be exclusive of Sundays and legal holidays.

Pursuant to the foregoing provisions, the following regulations are hereby promulgated:

HOURS OF LABOR.

1. The office hours or hours of service of officers, clerks, and employees in the public service in the Executive Department of the Treasury, unless otherwise provided by law or regulation, shall be from 9 o'clock a. m. to 4.30 p. m. each day, with a recess of half an hour each day for luncheon. A strict observance of these hours is required. The practice of eating luncheon in the building and then taking the half hour allowed for luncheon for other purposes is forbidden.

DISCIPLINE.

2. Any person tardy at the morning hour or who does not continue diligently employed during business hours will be reported daily to the administrative officer, and a record of the actual time lost by such delinquencies will be kept and reported to the Secretary of the Treasury (Division of Appointments) on the monthly time report.

3. Not later than 12 o'clock m. each day the administrative officer having jurisdiction shall report to the Division of Appointments the names of all persons who are tardy, together with a statement showing the time of reporting for duty in each case, and the reason given for such tardiness. All other delinquencies of clerks and employees, covered by the rules and regulations of the Department, issued January 20, 1900, should be reported to the Chief Clerk of the Department. Tardiness in excess of ten times in any one year will be made the subject of special inquiry and of such action as may be deemed necessary in the interest of discipline.

4. Absentees without leave previously obtained must explain such absence to the administrative officer having jurisdiction of their respective bureaus or offices, not later than 2 o'clock p. m.

5. The watchmen at the entrances of the various buildings occupied by the Department in Washington will require all clerks and employees arriving at or after 9 o'clock a. m. to register their names, the time of arrival, the office or division in which employed, and the cause of tardiness. A similar registration will be required from all those departing from the various buildings during office hours (except during hour for luncheon) showing whether the absence is on official business or otherwise.

Cards will be issued to those who are *habitually* required to leave the buildings of the Department during office hours on official business, entitling the holder to go out without registration on showing his card to the watchman announcing that he is on official business and having the number of his card taken. These cards are to be used solely on account of official business and are not to be used in case of the late arrival of the holder in the morning, nor at the luncheon hour, nor when excused.

LEAVES OF ABSENCE.

6. Hereafter leave of absence, not to exceed thirty days in any one case or in any one calendar year, will be granted as follows:

(a) At any time before the thirtieth of June, any number of days accrued at the rate of two and a half days per month and unused at the date applied for.

(b) At any time after July 1 in any calendar year the full thirty days may be granted, or such portion thereof as may be unused.

7. In special cases where the application for leave is accompanied by a written statement by the head of an office giving good and sufficient reasons therefor, the restrictions (a), paragraph 6, may be waived, provided that in no case shall administrative officers recommend or allow leave of absence when to grant it will cause embarrassment to the conduct of the public service.

8. Persons transferred to this Department from other Executive Departments or services, will be allowed leave of absence at the rate of two and one-half days per month from the date of their transfer only. No transfer of time due from other departments or services will be allowed. Temporary appointees for three months or less will not be allowed leave.

9. When application for leave of absence is made there must be noted on such application the amount of time taken by and charged against the applicant on account of annual leave and on account of sickness or other cause prior to the date of application.

10. Permission may be given by administrative officers to officers, clerks, and employees under their control, to be absent for a period not to exceed three days at any one time (the leave granted being due at the time of granting the same), but any absence for a longer period than three days must be granted by direction of the Secretary of the Treasury, on a formal written application, approved by the proper administrative officer; and such leave must not be regarded as granted until written notice to that effect has been received from the Secretary's Office (Division of Appointments). To facilitate the execution of this regulation it is desirable that all applications for annual leave be filed at least five days in advance of the time from which leave is desired.

11. When a leave of absence is granted, instructions are issued that the leave must be taken within the specified period. In many cases in the past this requirement has not been observed, nor has any report been made of the fact. Hereafter this requirement must be observed and the leave must be taken as granted unless a change of time be applied for, and allowed by this office. It frequently happens also that the person to whom a specific leave has been granted becomes incapacitated for work by sickness during the period covered by such leave and asks that the time of such sickness be not charged to the granted leave, but be treated as an extension of annual leave on account of sickness. This will not be done unless immediate notice of the sickness is given, and a request made for the extension of leave at the expiration of the absence on account of sickness, on the proper form, under oath, and supported by the required medical certificate hereinafter provided for.

EXTENSION OF LEAVE ON ACCOUNT OF SICKNESS.

12. The annual leave of thirty days may be extended "in the discretion of the head of the Department, with pay, not exceeding thirty days in any one calendar year," in case of personal sickness or on account of contagious disease.

13. Applications for extension of annual leave on account of sickness must be in writing, and indorsed "approved" or "disapproved" by the administrative officer under whom the applicant is employed, and filed with the Chief of the Division of Appointments, and must contain a full statement of the facts clearly showing an "exceptional and meritorious case."

14. Applications for extension of annual leave because some member of the immediate family of the applicant is afflicted with a contagious disease requiring the care and attendance of such employee or where, on account of a contagious disease, his or her presence in the Department would jeopardize the health of fellow employees, must be accompanied by a physician's certificate, clearly stating the essential facts and the name of the person or persons so afflicted, and the relationship, if any, to the applicant. The certificate must also show that in the opinion of the physician the employee can, at the date of such certificate, return to his duties without jeopardizing the health of others. Only those diseases will be recognized as contagious which the authorities of the District of Columbia quarantine against. Applications based upon the fact of quarantine must be supported by the certificate of the health officer of the District of Columbia.

15. All statements as to absence on account of sickness or contagious disease must be made under oath before some officer duly authorized to administer the same.

16. All applications must be made on the form provided by the Department and be accompanied by a certificate, therein provided for, of the attending physician where one was employed, and in all cases where no physician was employed, the specific reasons for not employing one must be stated.

17. Certificates will be accepted from none but regularly practicing physicians, licensed according to law. Certificates issued by departmental clerks and employees will not be considered as issued by regularly practicing physicians within the meaning of this regulation, and will not be accepted. The certificates must be in the following form or its equivalent:

WASHINGTON, D. C., ——— 190—.

I, the undersigned, a duly qualified practitioner of medicine, do hereby certify that ——— was sick from ———, 190—, to ———, 190—, inclusive, and during that period was wholly unable by reason of sickness to be present at the Department or to perform office work. I personally attended the said patient in my professional capacity on account of the sickness in question and I make this statement of my own knowledge.

(Signature) ———, ———,
(Office address) ———.

18. The application for extension of annual leave on account of sickness, herein provided, must be sworn to within five days from date of return to duty.

19. When deemed advisable, an officer of the Department will be directed to investigate and report the facts in any case of sickness or absence.

SUNDAYS AND LEGAL HOLIDAYS.

20. Sundays and legal holidays occurring *within* a period of absence on *account of sickness*, or contagious disease, will be charged, but not when occurring at the beginning or ending of such absence.

21. Sundays and legal holidays occurring within or at the beginning or ending of a *granted* leave of absence will not be charged.

22. When a clerk or employee has been continuously absent on account of sickness for thirty days, or for separate periods aggregating thirty days and thereafter continues sick and absent, the excessive absence will be charged to "annual leave" exclusive of Sundays and legal holidays. All fractions of time less than one day will be valued on the basis of seven hours as a day.

23. In any period of absence without pay, all days, including Sundays and legal holidays, will be counted.

STOPPAGE OF PAY FOR EXCESSIVE ABSENCE.

24. In all cases where the time records show an absence in excess of thirty days during any calendar year of any clerk or employee, and such excessive absence has not been authorized by an extension of leave, the administrative officer having jurisdiction is hereby directed to make the necessary stoppage of pay for the month in which such excess occurs, noting on the pay roll, and on the monthly time report, the amount of money and number of days stopped; this is to be done before the pay roll is sent to the Division of Appointments for approval.

25. To insure deduction of pay for excessive absence in all cases, administrative officers are hereby directed to require this circular to be placed in the hands of the clerks in their respective offices to whom the keeping of the "time account" is assigned, with the instruction that the provision for stoppage of pay for excessive absence must be observed in every case, and said "time clerk" will be held responsible for any failure of such observance.

CHARGING, RECORDING, AND REPORTING ABSENCE.

26. Administrative officers having jurisdiction shall keep a daily record of absences and the reasons therefor and report the same in detail to the Secretary of the Treasury (Division of Appointments) at the end of each month. The names of *all* employees, etc., should appear on the report whether absent or not.

27. The time book provided for recording presence and absence of persons in the Executive Department of the Treasury shall be used to the exclusion of all other methods for permanently recording time.

28. All officers, clerks, and employees leaving their desks for luncheon are required to register the time of their departure and return on the form provided for that purpose and any absence in excess of thirty minutes must be charged to annual leave.

29. Record must be made of all absence for fractional parts of a day and when such fractional parts aggregate a day, a day's absence must be charged and reported on the monthly time report. The "day" for this purpose will be treated as seven hours. Absence by permission must be reported the same as absence on granted leave. Absence on official business is not to be charged.

EXAMINATION OF RECORDS.

30. The time records of the Department in the Division of Appointments shall be examined only by those having authority to do so, and no changes shall be made therein, except by the direction of the Chief of the Division of Appointments, and then only to correct errors.

31. Inquiries by individual employees in regard to their time records must be made of the "time clerks" in charge of the records of their respective bureaus, offices, or divisions and not of the Chief of the Division of Appointments.

APPLICATIONS MUST BE BRIEFED.

32. All applications for leave of absence, and for extension of leave on account of sickness, must be properly briefed before forwarding to the Division of Appointments.

33. Chiefs of Divisions of the several bureaus and offices will be held strictly accountable for the enforcement of the rules and regulations of the Department.

Any rules or regulations of the Department heretofore issued inconsistent with the foregoing are hereby revoked.

LESLIE M. SHAW,
Secretary.

United States Civil Service Commission,

WASHINGTON, D. C.

POLITICAL ACTIVITY AND ASSESSMENTS.

EXTRACTS FROM STATUTES AND EXECUTIVE AND DEPARTMENTAL ORDERS.

Civil-Service Act of January 16, 1883.

* * * no person in the public service is for that reason under any obligations to contribute to any political fund, or to render any political service, and * * * he will not be removed or otherwise prejudiced for refusing to do so. (Sec. 2, clause 2, par. 5.)

* * * no person in said service has any right to use his official authority or influence to coerce the political action of any person or body. (Sec. 2, clause 2, par. 6.)

* * * no Senator, or Representative, or Territorial Delegate of the Congress, or Senator, Representative, or Delegate elect, or any officer or employee of either of said Houses, and no executive, judicial, military, or naval officer of the United States, and no clerk or employee of any department, branch, or bureau of the executive, judicial, or military or naval service of the United States, shall, directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving, any assessment, subscription, or contribution, for any political purpose whatever, from any officer, clerk, or employee of the United States, or any department, branch, or bureau thereof, or from any person receiving any salary or compensation from moneys derived from the Treasury of the United States. (Sec. 11.)

* * * no person shall, in any room or building occupied in the discharge of official duties by any officer or employee of the United States mentioned in this act, or in any navy-yard, fort, or arsenal, solicit in any manner whatever, or receive, any contribution of money or any other thing of value for any political purpose whatever. (Sec. 12.)

* * * no officer or employee of the United States mentioned in this act shall discharge, or promote, or degrade, or in any manner change the official rank or compensation of any other officer or employee, or promise or threaten so to do, for giving or withholding or neglecting to make any contribution of money or other valuable thing for any political purpose. (Sec. 13.)

* * * no officer, clerk, or other person in the service of the United States shall, directly or indirectly, give or hand over to any other officer, clerk, or person in the service of the United States, or to any Senator or Member of the House of Representatives, or Territorial Delegate, any money or other valuable thing on account of or to be applied to the promotion of any political object whatever. (Sec. 14.)

* * * any person who shall be guilty of violating any provision of the four foregoing sections shall be deemed guilty of a misdemeanor, and shall, on conviction thereof, be punished by a fine not exceeding five thousand dollars, or by imprisonment for a term not exceeding three years, or by such fine and imprisonment both, in the discretion of the court. (Sec. 15.)

Civil-Service Rules of April 15, 1903.

No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. (Rule I, sec. 1.)

* * * No discrimination shall be exercised, threatened, or promised by any person in the executive civil service against or in favor of an applicant, eligible, or employee in the classified service because of his political or religious opinions or affiliations. (Rule I, sec. 2.)

The Commission has authority to make investigations concerning the facts, and to report on all matters touching the enforcement and effects of the civil-service act, rules, and regulations. Any facts tending to show violations of the act, rules, or regulations should be reported to it.

Circulars Soliciting Political Contributions.

In an opinion rendered on October 17, 1902, upon the question of whether the sending of a circular letter by a political committee to Federal officers and employees, soliciting financial aid in Congressional or State elections, upon or

attached to which appear the names of Federal officers or employees, is a violation of section 11 of the civil-service act, the Attorney-General said:

Whatever the particular form of words adopted in such circulars in order to show a request rather than a demand, and to give response a quasi voluntary character, the explicit and comprehensive words of the statute, forbidding those barred by their public relations to solicit from Federal officials, directly or indirectly, or to "be in any manner concerned in soliciting or receiving any assessment, subscription, or contribution for any political purpose whatever," unquestionably condemn all such circulars. They should not be sent to Federal officials, or else they should not bear the names of the public officers and employees designated in the act.

At the time of the rendition of the opinion above cited, President Roosevelt issued the following notification and warning:

I hereby call the attention of all officers and employees in the Federal service to the foregoing opinion, and warn them that the provisions of law as therein construed are to be by them obeyed and enforced. Any official in the Federal service may, without jeopardy to his official standing, contribute or not, exactly as he pleases, provided he obeys the sections of the civil-service act above referred to.

Executive and Departmental Orders Relating to Political Activity.

In 1802, during the administration of President Jefferson, the following circular was issued by the heads of the Executive Departments:

The President of the United States has seen with dissatisfaction officers of the General Government taking, on various occasions, active part in elections of the public functionaries, whether of the General or of the State governments. Freedom of elections being essential to the mutual independence of governments, and of the different branches of the same government, so vitally cherished by most of our constitutions, it is deemed improper for officers depending on the Executive of the Union to attempt to control or influence the free exercise of the elective right. This, I am instructed, therefore, to notify to all officers within my Department holding their appointments under the authority of the President directly, and to desire them to notify to all subordinate to them. The right of any officer to give his vote at elections as a qualified citizen is not meant to be restrained, nor, however given, shall it have any effect to his prejudice; but it is expected that he will not attempt to influence the votes of others, nor take any part in the business of electioneering, that being deemed inconsistent with the spirit of the Constitution and his duties to it.

The following is quoted from a circular issued on March 20, 1841, by Hon. Daniel Webster, Secretary of State:

The President is of opinion that it is a great abuse to bring the patronage of the General Government into conflict with the freedom of elections, and that this abuse ought to be corrected wherever it may have been permitted to exist, and to be prevented for the future.

He therefore directs that information be given to all officers and agents in your department of the public service that partisan interference in popular elections, whether of State officers or officers of this Government, and for whomsoever or against whomsoever it may be exercised, or the payment of any contribution or assessment on salaries, or official compensation for party election purposes, will be regarded by him as cause of removal.

It is not intended that any officer shall be restrained in the free and proper expression and maintenance of his opinions respecting public men or public measures, or in the exercise to the fullest degree of the constitutional right of suffrage. But persons employed under the Government and paid for their services out of the public Treasury are not expected to take an active or officious part in attempts to influence the minds or votes of others, such conduct being deemed inconsistent with the spirit of the Constitution and the duties of public agents acting under it; and the President is resolved, so far as depends upon him, that, while the exercise of the elective franchise by the people shall be free from undue influences of official station and authority, opinion shall also be free among the officers and agents of the Government.

On July 14, 1886, President Cleveland issued the following instructions, which were published, at the time, as orders by the heads of the several departments:

Officeholders are the agents of the people, not their masters. Not only is their time and labor due to the Government, but they should scrupulously avoid, in their political action, as well as in the discharge of their official duty, offending, by display of obtrusive partisanship, their neighbors who have relations with them as public officials.

They should also constantly remember that their party friends, from whom they have received preferment, have not invested them with the power of arbitrarily managing their political affairs. They have no right as officeholders to dictate the political action of their party associates, or to throttle freedom of action within party lines by methods and practices which pervert every useful and justifiable purpose of party organization.

The influence of Federal officeholders should not be felt in the manipulation of political primary meetings and nominating conventions. The use by these officials of their positions to compass their selection as delegates to political conventions is indecent and unfair; and proper regard for the proprieties and requirements of official place will also prevent their assuming the active conduct of political campaigns.

Individual interest and activity in political affairs are by no means condemned. Officeholders are neither disfranchised nor forbidden the exercise of political privileges; but their privileges are not enlarged nor is their duty to party increased to pernicious activity by officeholding.

A just discrimination in this regard between the things a citizen may properly do and the purposes for which a public office should not be used is easy in the light of a correct appreciation of the relation between the people and those intrusted with official place, and a consideration of the necessity, under our form of government, of political action free from official coercion.

Under date of June 5, 1902, the Commission addressed a letter to the President, in which it called attention to the omission in the new postal regulations, issued April 1, 1902, of former section 435, providing that—

Officeholders should not offend by obtrusive partisanship, nor assume the active conduct of political campaigns. * * * This is in consonance with the order of President Cleveland of July 14, 1886.

The Commission also called the President's attention to the following statement in its Eleventh Report:

The Commission feels strongly that whatever rule is adopted should apply equally to adherents of all parties, and that it would be safe to adopt as such a rule the requirement that the adherents of the party in power shall never do what would cause friction in the office and subvert discipline if done by the opponents of the party in power. A man in the classified service has an entire right to vote as he pleases and to express privately his opinions on all political subjects, but he should not take any active part in political management or in political campaigns, for precisely the same reasons that a judge, an army officer, a regular soldier, or a policeman is debarred from taking such active part. It is no

hardship to a man to require this. It leaves him free to vote, think, and speak privately as he chooses, but it prevents him, while in the service of the whole public, from turning his official position to the benefit of one of the parties into which that whole public is divided; and in no other way can this be prevented.

The Commission recommended either that a general Executive order upon the subject be issued by the President, or that recommendation be made to the heads of departments for the establishment of regulations similar to the post-office regulation which had been omitted.

The following reply was received under date of June 13, 1902:

GENTLEMEN: As the greater includes the less, and as the Executive order of President Cleveland of July 14, 1886, is still in force, I hardly think it will be necessary again to change the postal regulations.

The trouble, of course, comes in the interpretation of this Executive order of President Cleveland. After sixteen years' experience it has been found impossible to formulate in precise language any general construction which shall not work either absurdity or injustice. Each case must be decided on its merits. For instance, it is obviously unwise to apply the same rule to the head of a big city Federal office, who may by his actions coerce hundreds of employees, as to a fourth-class postmaster in a small village who has no employees to coerce, and who simply wishes to continue to act with reference to his neighbors as he always has acted.

As Civil Service Commissioner under Presidents Harrison and Cleveland I found it so impossible satisfactorily to formulate and decide upon questions involved in these matters of so-called pernicious activity by officeholders in politics that in the Eleventh Report of the Commission I personally drew up the paragraph which you quote. This paragraph was drawn with a view of making a sharp line between the activity allowed to public servants within the classified service and those without the classified service. The latter under our system are as a rule chosen largely with reference to political considerations, and as a rule are and expect to be changed with the change of parties. In the classified service, however, the choice is made without reference to political considerations and the tenure of office is unaffected by the change of parties. Under these circumstances it is obvious that different standpoints of conduct apply to the two cases. *In consideration of fixity of tenure and of appointment in no way due to political considerations, the man in the classified service, while retaining his right to vote as he pleases and to express privately his opinions on all political subjects, "should not take any active part in political management or in political campaigns, for precisely the same reasons that a judge, an army officer, a regular soldier, or a policeman is debarred from taking such active part."* This of course applies even more strongly to any conduct on the part of such employee so prejudicial to good discipline as is implied in a public attack on his or her superior officers or other conduct liable to cause scandal.

It seemed to me at the time, and I still think, that the line thus drawn was wise and proper. After my experience under two Presidents—one of my own political faith and one not—I had become convinced that it was undesirable and impossible to lay down a rule for public officers not in the classified service which should limit their political activity as strictly as we could rightly and properly limit the activity of those in whose choice and retention the element of political considerations did not enter; and afterwards I became convinced that in its actual construction, if there was any pretense of applying it impartially, it inevitably worked unevenly, and, as a matter of fact, inevitably produced an impression of hypocrisy in those who asserted that it worked evenly. *Officeholders must not use their offices to control political movements, must not neglect their public duties, must not cause public scandal by their activity;* but outside of the classified service the effort to go further than this had failed so signally at the time when the Eleventh Report, which you have quoted, was written, and its unwisdom had been so thoroughly demonstrated, that I felt it necessary to try to draw the distinction therein indicated.

Sincerely, yours,

THEODORE ROOSEVELT.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C.

The Postmaster-General, on October 1, 1902, issued the following instructions to the officers and employees of the Post-Office Department:

As to political activity, a sharp line is drawn between those in the classified and those in the unclassified service. Postmasters or others holding unclassified positions are merely prohibited from using their offices to control political movements, from neglecting their duties, and from causing public scandal by political activity.

A person in the classified service has an entire right to vote as he pleases, and to express privately his opinions on all political subjects, but he should take no active part in political management or in political campaigns.

The Attorney-General, in a letter dated November 22, 1901, addressed to all officers and employees of the Department of Justice, said:

The spirit of the civil service law and rules renders it highly undesirable for Federal officers and employees to take an active part in political conventions or in the direction of other parts of political machinery. Persons in the Government service under this Department should not act as chairmen of political organizations, nor make themselves unduly prominent in local political matters. It is expected and required that all officers and employees of this Department shall act in entire conformity with the views herein set forth.

Political Activity of Boards of Examiners.

The Commission believes that the best interests of the service will be promoted by the nonparticipation of all members of its boards of examiners in political conventions or in the work of political committees. While attendance at a political convention as a delegate, or membership upon a political committee, is not, in itself, a violation of the rules, partisan activity, if sufficient to impair usefulness as a representative of the Commission, is sufficient cause for removal from membership on any of its boards of examiners.

Restrictions in Regard to Holding State or Municipal Offices by Persons in the Federal Service.

Whereas it has been brought to the notice of the President of the United States that many persons holding civil office by appointment from him, or otherwise, under the Constitution and laws of the United States, while holding such Federal positions, accept offices under the authority of the States and Territories in which they reside, or of municipal corporations, under the charters and ordinances of such corporations, thereby

assuming the duties of the State, Territorial, or municipal office at the same time that they are charged with the duties of the civil office held under Federal authority;

And whereas it is believed that, with but few exceptions, the holding of two such offices by the same person is incompatible with a due and faithful discharge of the duties of either office; that it frequently gives rise to great inconvenience, and often results in detriment to the public service; and, moreover, is not in harmony with the genius of the Government:

In view of the premises, therefore, the President has deemed it proper thus and hereby to give public notice that, from and after the 4th day of March, A. D. 1873 (except as herein specified), persons holding any Federal civil office by appointment under the Constitution and laws of the United States will be expected, while holding such office, not to accept or hold any office under any State or Territorial government or under the charter or ordinances of any municipal corporation; and further, that the acceptance or continued holding of any such State, Territorial, or municipal office, whether elective or by appointment, by any person holding civil office, as aforesaid, under the Government of the United States, other than judicial offices under the Constitution of the United States, will be deemed a vacation of the Federal office held by such person, and will be taken to be, and will be treated as, a resignation by such Federal officer of his commission or appointment in the service of the United States.

The offices of justices of the peace, of notaries public, and of commissioners to take the acknowledgment of deeds, of bail, or to administer oaths shall not be deemed within the purview of this order, and are excepted from its operation, and may be held by Federal officers.

The appointment of deputy marshal of the United States may be conferred upon sheriffs or deputy sheriffs. And deputy postmasters the emoluments of whose office do not exceed \$600 per annum are also excepted from the operations of this order, and may accept and hold appointments under State, Territorial, or municipal authority, provided the same be found not to interfere with the discharge of their duties as postmaster. Heads of Departments and other officers of the Government who have the appointment of subordinate officers are required to take notice of this order, and to see to the enforcement of its provisions and terms within the sphere of their respective Departments or offices, and as relates to the several persons holding appointments under them, respectively.

By order of the President:

WASHINGTON, January 17, 1873.

HAMILTON FISH, *Secretary of State.*

DEPARTMENT OF STATE,
Washington, January 28, 1873.

Inquiries having been made from various quarters as to the application of the Executive order issued on the 17th January, relating to the holding of State or municipal offices by persons holding civil offices under the Federal Government, the President directs the following reply to be made:

It has been asked whether the order prohibits a Federal officer from holding also the office of an alderman or of a common councilman in a city, or of a town councilman of a town or village, or of appointments under city, town, or village governments. By some it has been suggested that there may be distinction made in case the office be with or without salary or compensation. The city or town offices of the description referred to, by whatever names they may be locally known, whether held by election or by appointment, and whether with or without salary or compensation, are of the class which the Executive order intends not to be held by persons holding Federal offices.

It has been asked whether the order prohibits Federal officers from holding positions on boards of education, school committees, public libraries, religious or eleemosynary institutions incorporated or established or sustained by State or municipal authority. Positions and services on such boards or committees, and professorships in colleges, are not regarded as "offices" within the contemplation of the Executive order, but as employments or service in which all good citizens may be engaged without incompatibility and in many cases without necessary interference with any position which they may hold under the Federal Government. Officers of the Federal Government may therefore engage in such service, provided the attention required by such employment does not interfere with the regular and efficient discharge of the duties of their office under the Federal Government. The head of the department under whom the Federal office is held will, in all cases, be the sole judge whether or not the employment does thus interfere.

The question has also been asked with regard to officers of the State militia. Congress having exercised the power conferred by the Constitution to provide for organizing the militia, which is liable to be called forth to be employed in the service of the United States, and is thus, in some sense, under the control of the General Government, and is, moreover, of the greatest value to the public, the Executive order of 17th January is not considered as prohibiting Federal officers from being officers of the militia in the States and Territories.

It has been asked whether the order prohibits persons holding office under the Federal Government being members of local or municipal fire departments; also, whether it applies to mechanics employed by the day in the armories, arsenals, and navy-yards, etc., of the United States. Unpaid service in local or municipal fire departments is not regarded as an office within the intent of the Executive order, and may be performed by Federal officers, provided it does not interfere with the regular and efficient discharge of the duties of the Federal office, of which the head of the department under which the office is held will, in each case, be the judge. Employment by the day as mechanics or laborers in the armories, arsenals, navy-yards, etc., does not constitute an office of any kind, and those thus employed are not within the contemplation of the Executive order. Master workmen, and others who hold appointments from the Government, or from any department, whether for a fixed time or at the pleasure of the appointing power, are embraced within the operation of the order.

By order of the President:

HAMILTON FISH,
Secretary of State.

DISCONTINUANCE OF FEES, DURING OFFICE HOURS, TO NOTARIES PUBLIC WHO ARE GOVERNMENT
EMPLOYEES.

1905.
Department Circular No. 4.
Division of Appointments.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington, January 4, 1905.

To Officers, Clerks, and Employees in and under the

Treasury Department and others concerned:

The President has issued the following order, which is hereby published for the information and guidance of all concerned:

It is hereby ordered that hereafter no officer, clerk, or employee in the executive service of the Government, who is also a notary public, shall charge or receive any compensation whatever for performing any notarial act for an officer, clerk, or employee of the Government in his official capacity, or in any matter in which the Government is interested, or for any person when, in the case of such person, the act is performed during the hours of such notary's service to the Government. Disobedience of this order shall be ground for immediate dismissal from the service.

LESLIE M. SHAW,
Secretary.



TREASURY DEPARTMENT

WASHINGTON January 19, 1905.

Superintendent, U.S. Mint,

Denver, Colorado.

Sir:

Herewith is enclosed a substitute for Section 18 of the printed Instructions and Regulations which has been approved by the Secretary of the Treasury. It is now in force and will hereafter govern your institution in the matter of holidays.

The working force of your institution must be required to be on duty during the regular working hours of every day in the year except as provided in this Regulation.

Respectfully,

Director of the Mint.

(Enclosure)

TREASURY DEPARTMENT,
BUREAU OF THE MINT,

, 190

Director of the Mint.

SUBJECT:

Denver, Colorado.

U. S. Mint,

TREASURY DEPARTMENT

WASHINGTON, January 19, 1902

No. of Inclosures

Herewith is enclosed a substitute for Section 18 of the
printed instructions and regulations which has been approved by
the Secretary of the Treasury. It is now in force and will here-
after govern your institution in the matter of holidays.
The working force of your institution must be required to be
on duty during the regular working hours of every day in the year
except as provided in this Regulation.

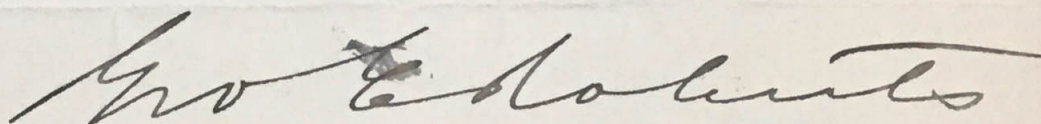
Respectfully,

Director of the Mint.

TO ALL OFFICIALS of the MINT AND ASSAY OFFICE SERVICE.

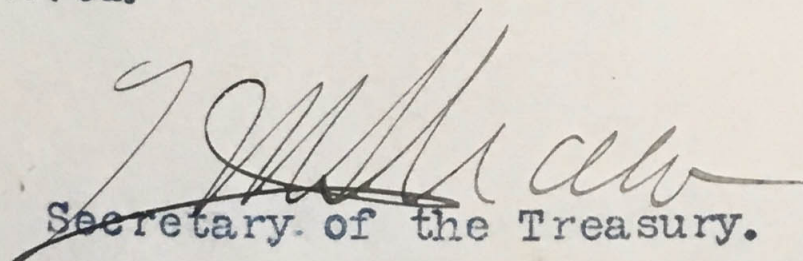
Section 18, of the Regulations, dated October 1890, and in force since November 1, 1890, is hereby amended to read as follows. -

Sec. 18. The mints and assay offices shall not be closed without authority from the Secretary of the Treasury (Sundays excepted) at other times than January 1, February 22, "Memorial Day" (i.e. May 30) July 4, December 25, or when these holidays fall on Sunday, the succeeding day, the first Monday in September known and designated as Labor Day, and the day designated by the President to be Thanksgiving day.



Director of the Mint.

Approved. -



Secretary of the Treasury.

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action on the charges, such suspension to be immediately reported to the Secretary of the Treasury for his approval.

In the District of Columbia no suspension from duty shall be made except by the Secretary of the Treasury.

Supervising officers, in making recommendation for the change of grade or compensation of any officer, clerk, or employee in the competitive classified service, shall state specifically and in detail the reasons therefor, in order that such reasons may be made a part of the records of this Department, as required by the rule above cited.

Supervising officers will furnish each officer, agent, clerk, or employee within their respective jurisdictions with a copy of this circular, and enforce strict compliance with its provisions.

LESLIE M. SHAW,

Secretary.

PROVIDING FOR THE ENFORCEMENT OF THE PROVISIONS OF EXECUTIVE ORDER OF MAY 29, 1902, AS
TO REMOVAL FROM THE COMPETITIVE CLASSIFIED SERVICE.

1902.

Department Circular No. 105.

Division of Appointments.

Treasury Department,

OFFICE OF THE SECRETARY,

Washington, D. C., August 12, 1902.

To Officers and Employees of the Treasury Department and others concerned:

Your attention is called to the Executive order of May 29, 1902, interpreting section 8 of Civil Service Rule II, as amended May 29, 1899, which is as follows :

DECLARATION OF THE MEANING OF SECTION 8, RULE II, OF THE CIVIL SERVICE RULES.

Whereas certain misunderstandings have existed in regard to the proper construction of section 8 of Civil Service Rule II, which provides as follows :

"No removal shall be made from the competitive classified service except for just cause and for reasons given in writing ; and the person sought to be removed shall have notice and be furnished a copy of such reasons, and be allowed a reasonable time for personally answering the same in writing. Copy of such reasons, notice, and answer and of the order of removal shall be made a part of the records of the proper department or office ; and the reasons for any change in rank or compensation within the competitive classified service shall also be made a part of the records of the proper department or office."

Now, for the purpose of preventing all such misunderstandings and improper constructions of said section, it is hereby declared that the term "just cause," as used in section 8, Civil Service Rule II, is intended to mean any cause, other than one merely political or religious, which will promote the efficiency of the Service ; and nothing contained in said rule shall be construed to require the examination of witnesses or any trial or hearing except in the discretion of the officer making the removal.

APPROVED:

THEODORE ROOSEVELT.

WHITE HOUSE, *May 29, 1902.*

In view of the foregoing civil service rule and declaration of the President, when an officer, clerk, or employee in the service of the Treasury Department is charged with dereliction of duty, misconduct, or other act, which is deemed to be sufficient cause for removal from the service, the supervising officer shall formulate in writing the charges against him and furnish him a copy thereof, and he shall be allowed three days in which to make answer thereto in writing. The charges and the answer thereto shall be forwarded to the Secretary of the Treasury, with such recommendation for action as the supervising officer may desire to make.

If it becomes necessary to mail notice of charges, the person against whom the charges are made shall have three days from receipt thereof for answer, which answer shall be mailed on or before the expiration of the period.

When necessary, for the good of the service, the accused may be suspended from duty pending

APPOINTMENT OF UNSKILLED LABORERS IN FEDERAL OFFICES OUTSIDE OF WASHINGTON, D. C., UNDER THE
TREASURY DEPARTMENT.

1905.
Department Circular No. 10.
Division of Appointments.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington, January 21, 1905.

To Officers and Employees of the Treasury Department:

The following regulations to govern appointments of unskilled laborers in Federal offices outside of Washington, D. C., in New York, N. Y.; Boston, Mass.; Philadelphia, Pa., and St. Louis, Mo., are hereby promulgated for the information and guidance of all officers of the Treasury Department concerned.

LESLIE M. SHAW,
Secretary.

UNITED STATES CIVIL SERVICE COMMISSION,
Washington, D. C.

On December 12, 1904, the President promulgated regulations to govern the employment of unskilled laborers in the Federal offices outside of Washington, D. C., (a) to take effect as soon as appointments can be made upon certification at the following cities: *New York, N. Y.; Boston, Mass.; Philadelphia, Pa.; St. Louis, Mo.* They will be extended to such Federal offices in other cities as the Civil Service Commission may at any time deem expedient. This system of appointment is distinct from the classified service and does not classify positions of mere laborers under the civil-service act and rules.

LABOR REGULATIONS.

I.—BOARD OF LABOR EMPLOYMENT.

The board of examiners for the United States civil service district, of which each of the above-named cities is the headquarters, shall serve as the board of labor employment for the Federal offices in that city, under the direction of the United States Civil Service Commission.

II.—QUALIFICATIONS OF APPLICANTS.

SEC. 1. No person shall be admitted to registration who is not a citizen of the United States, or who is less than 20 or more than 60 years of age, except that veterans of the civil war who have been honorably discharged may be registered without regard to their age.

^a On November 15, 1904, the President promulgated regulations to govern the employment of unskilled laborers in the Departments at Washington, which are similar in their essential provisions to these regulations promulgated on December 12, 1904.

SEC. 2. The board may refuse to register an applicant for any of the following reasons:

- (a) Dismissal from the public service—Federal, State, or municipal—for misconduct, within one year preceding.
- (b) Physical or mental unfitness.
- (c) Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.
- (d) Intentionally making a false statement in any material fact or practicing deception or fraud in securing registration or appointment.
- (e) Habitual intoxication.

SEC. 3. Application for registration shall be made in such form and manner, and be accompanied by such certificates, as the Commission may prescribe.

SEC. 4. No information shall be received or considered concerning the political or religious opinions or affiliations of any applicant.

SEC. 5. Applications shall be issued and received by the board in May, June, November, and December of each year. In January and July of each year physical examinations shall be made to determine the fitness of each applicant who has filed an application in due form.

III.—RATINGS AND ELIGIBILITY.

SEC. 1. Applicants shall be rated on a scale of 100 upon their physical qualifications and apparent ability to perform manual labor, by a physician in the Government service, to be designated by the Commission. Competitors shall be duly notified of their rating.

SEC. 2. In January and July of each year the board shall enter upon registers, by sex, showing the kind of labor in which experience is claimed, the names of applicants rated at 85 or more, as follows:

Male eligibles—

- (a) Persons honorably discharged from the Army or Navy of the United States by reason of wounds or disability incurred in the line of duty, in the order of their physical rating.
- (b) Honorably discharged veterans of the civil war, rated at 85 or more, physically, in order of such rating.
- (c) All others in order of physical rating.

Female eligibles will be entered on the registers in the order of physical rating.

If a sufficient number of eligibles with ratings of 85 per cent or over be not secured, those with ratings below 85 per cent may be entered on the register in order of their ratings, but no one whose rating is less than 70 per cent shall be eligible.

SEC. 3. The period of eligibility shall be one year from the date of entry upon the register.

SEC. 4. A copy of the register shall be kept in a place accessible to the public in the post-office of the city for which the applicants are eligible.

IV.—APPOINTMENT.

SEC. 1. Any position or employment of a mere laborer or workman in the unclassified service, unless filled by reinstatement, transfer, promotion, or reduction, shall be filled in the following manner:

(a) The nominating or appointing officer shall request the certification of eligibles, specifying sex and principal duties of the position, and the board shall certify from the proper register the three names at the head thereof, of the sex specified, and having the requisite qualifications, which may not have been certified three times to the office in which the vacancy exists.

(b) The nominating or appointing officer shall make selection from the three names certified, with sole reference to fitness, unless he shall offer written objections which the board, with the approval of the Commission, may deem sufficient, in which case a new certificate shall be issued, omitting the names of those to whom objection has been made.

(c) The person selected for appointment shall be duly notified by the appointing officer, and upon reporting for duty shall be given a fair trial of his conduct and capacity.

SEC. 2. A laborer separated without misconduct may, upon written application, be restored to the register of eligibles for his remaining period of eligibility, or may be reemployed, without further certification, in the office from which he was separated at any time within one year.

SEC. 3. When a demand for appointment or employment arises which can not be met in the manner provided in section 1, a person whose name is either not on the register or not in turn for

certification may be appointed temporarily; but such appointment shall continue only during the continuance, in the judgment of the Commission, of the conditions which necessitated it, and no such person shall be thus employed more than thirty days in any period of twelve months.

SEC. 4. A person appointed to an unclassified position shall not be assigned to work of a classified competitive position, and shall not be transferred or promoted to such a position.

V.—REMOVALS.

SEC. 1. No laborer shall be removed except for such cause as, in the judgment of the head of the office, will promote the efficiency of the service, and no trial or hearing shall be required except at the discretion of the officer making the removal.

SEC. 2. The reasons for any removal shall be made of record in the office in which the person is serving, and shall be open to the inspection of the board and the Commission.

SEC. 3. Heads of offices shall require assistant superintendents or foremen of divisions or crews to make monthly reports showing specifically the kind of labor performed by the unclassified laborers in their charge, which report shall be open to the inspection of the board and the Commission.

REQUISITIONS FOR STATIONERY—OUTSIDE SERVICE—PERMANENCY OF THE PUBLIC RECORDS.

[Consolidating and superseding Circulars Nos. 66 and 92 of 1899, 19 of 1900, 11 of 1901, and 63 of 1902.]

1905.

Department Circular No. 17.

Division of Printing and Stationery.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington, February 8, 1905.

To Officers of the Outside Treasury Service:

WHEN REQUISITIONS SHOULD BE MADE.

In making requisitions for stationery the following regulations must be observed:

1. Officers will order periodically as follows:

Monthly (the first day of each month).

The collector and surveyor of customs at the port of New York.

Quarterly (the first of January, April, July, and October, respectively).

Assistant Treasurer at New York.

Customs: Collectors, naval officers, surveyors, and appraisers at—

Baltimore, Md.	Honolulu, Hawaii.	Plattsburg, N. Y.
Boston, Mass.	New Orleans, La.	Portland, Oreg.
Buffalo, N. Y.	Newport News, Va.	Port Townsend, Wash.
Burlington, Vt.	New York, N. Y. (except	San Juan, P. R.
Chicago, Ill.	collector and surveyor,	St. Louis, Mo.
Cleveland, Ohio.	who may order monthly).	
Detroit, Mich.	Philadelphia, Pa.	

Semiannually (April 1 and October 1).

Assistant Treasurers (except Assistant Treasurer at New York, who may order monthly).

Customs: Collectors and surveyors at—

Bangor, Me.	Louisville, Ky.	Pittsburg, Pa.
Cincinnati, Ohio.	Milwaukee, Wis.	Port Huron, Mich.
El Paso, Tex.	New Haven, Conn.	Portland, Me.
Galveston, Tex.	Newport, Vt.	Providence, R. I.
Hartford, Conn.	Niagara Falls, N. Y.	Rochester, N. Y.
Kansas City, Mo.	Ogdensburg, N. Y.	St. Paul, Minn.
Key West, Fla.	Pensacola, Fla.	Tampa, Fla.
Los Angeles, Cal.	Petersburg, Va.	

Internal-revenue collectors.

Mint and assay officers.

Annually (July 1).

Treasury special agents, internal-revenue agents, superintendents of construction and custodians of public buildings, officers of the Life-Saving, Public Health and Marine-Hospital, and Revenue-Cutter Services, and officers of the customs and other services not specified in the preceding paragraphs of this section.

GENERAL INSTRUCTIONS.

2. When ordering less than the full quantities of articles of stationery, fractional parts should be clearly expressed—i. e., if but 1 dozen pencils are desired, write $\frac{1}{12}$ opposite gross; if 1 ruler, 1 inkstand, 1 pair shears, or 1 bottle of ink, write $\frac{1}{12}$ opposite dozen, etc.
3. All officers (whether they be privileged to order general articles of stationery monthly, quarterly, semiannually, or annually) should include in a *single* requisition, to be made at *one of the prescribed* periods, a year's supply of all kinds of ENVELOPES required.
4. Should stationery be required before the prescribed time for making requisitions, a requisition for the succeeding period may be forwarded, the object being to limit the number of the requisitions. Supplemental or special requisitions should be made only when imperatively necessary, and must be invariably accompanied by an explanatory note.
5. Ink and mucilage can not be shipped with safety during the winter months. A year's supply of these articles must be ordered in a summer requisition.
6. The interlineation or changing of the terms or phraseology of requisitions is not allowed, and the directions printed thereon must be strictly observed.
7. Samples of the kinds of paper and envelopes desired, showing printing, etc., should always accompany requisitions. All samples should be securely fastened to requisition to prevent their loss or misplacement in the opening and distribution of the mail.
8. Blank books, blank forms, Department circulars, Treasury Decisions, or office furniture must not be included in requisitions for stationery.
9. An inventory of the stock on hand of every item of stationery must be forwarded to the Department once a year (with the requisition for the period), viz, by officers in the monthly, quarterly, and annual classes on July 1, and by those in the semiannual class on October 1.

TRANSPORTATION CHARGES ON SHIPMENTS OF STATIONERY—HOW PAID.

10. Charges on stationery forwarded by *express* must not be paid by the officers receiving the same, as such charges are paid by the Department upon accounts rendered by the express companies, but on all shipments by *freight* the charges are to be *paid by the officer receiving the supplies*, who will forward the receipts as vouchers with his expense account (except in the case of customs officers, who will first forward the freight bills to the Department, with request for authority to pay the same). ALL VOUCHERS FOR FREIGHT CHARGES MUST BE ACCOMPANIED BY THE ORIGINAL BILLS OF LADING. Freight vouchers for shipments made through the War Department are paid by this Department upon accounts rendered by the Quartermaster-General, U. S. A.

WRITING MATERIAL FOR THE PUBLIC RECORDS.

11. The permanency of the records of the Department is of the first importance, and close Departmental supervision and control of the materials to be used are absolutely necessary in order to prevent the use of objectionable and inferior articles. Therefore, no ink, typewriter ribbon, paper, or other article of stationery, except such as is furnished or authorized by the Department, shall be used officially by any officer, clerk, or employee of any branch of the Treasury service.

INKS.

12. The "Treasury Standard" ink, which is now used exclusively in all branches of the Treasury service, is made according to a formula approved by the Department after mature consideration, the adoption of which was found necessary in the interest of the permanency of the public records. In order to secure permanence in writing, an ink with a heavier body than that of the ordinary commercial writing fluids is necessary. A heavy body in ink is essential to permanence, but such an ink should not be expected to flow from the pen as freely as would a lighter and more ephemeral fluid. Corrosion of the pen is also to be expected, and ought to be guarded against, in the use of a heavy permanent ink. In order to obtain satisfactory results in the use of the ink, the following rules should be observed:

- (a) Pens should be kept clean, to prevent undue corrosion and filling up of the points.
- (b) Inkstands with open wells should be kept closed, when not in use, to prevent evaporation and the consequent excessive thickening of the ink. Such inkstands ought also to be cleaned and refilled at intervals of about a week; but the ink in automatic stands, where the wells are entirely inclosed and protected from dust and atmospheric influences, need not be changed so frequently.
- (c) Water or other diluting substance must not be added to the ink for the purpose of increasing its fluidity, because ink so thinned loses in permanency.

The observance of these rules will insure satisfaction in the use of the ink.

Officials of the Department will in no case accept for official purposes bonds, vouchers, or other documents on which money is to be paid, or other important action taken, if prepared and signed with inks which are liable to fade. What are known as the aniline colors—blue, purple, violet, red, etc.—are usually fugitive and destructible, and documents or papers written or signed with any such ink must not be accepted.

Copying ink should not be used on book records, as it is liable to transfer and besmear the paper, especially in damp and sultry weather.

TYPEWRITER RIBBONS.

13. The indelible official (writing black, copying blue) and black record are the only ribbons approved by the Department for official purposes, and no other kind of ribbon should be used. Ribbons writing purple, violet, blue, red, or other aniline or fugitive color, must not be used officially; and, whenever a ribbon of any such fugitive or forbidden color is received with a new typewriting machine, it should be replaced by an indelible one issued by the Department.

MANIFOLDING PROCESSES.

14. The various manifolding processes known by the trade names of "Hektograph," "Copygraph," "Chromograph," "Papyrograph," "Mimeograph," "Cyclostyle," "Neostyle," "Duplicator," etc., will in no case be used for official letters or documents of a permanent nature, except that invoices, entries, and other papers connected with the entry of merchandise for import or export, produced by the hektograph or other similar method, will be received if made out in a distinct, legible manner, on one side only of durable paper, with ink not liable to fade.

All rules and regulations heretofore issued which conflict with the provisions of this circular are hereby rescinded.

LESLIE M. SHAW,
Secretary.

FORM AND REGULATIONS FOR RENDERING ACCOUNTS FOR SALES OF OLD
MATERIALS, ETC.

1897:
Department Circular No. 6.

Treasury Department,
OFFICE OF
COMPTROLLER OF THE TREASURY,

Washington, D. C., January 9, 1897.

To Disbursing and Other Officers:

The following form and regulations are hereby prescribed for keeping and rendering accounts for the sales of old materials, condemned stores, supplies, or other public property of any kind, and a *substantial* compliance therewith is enjoined upon all officers whose duty it may be to make sales and render accounts for the proceeds.

R. B. BOWLER.

Comptroller.

APPROVED:

J. G. CARLISLE,

Secretary.

THE UNITED STATES

In account with _____
 on account of sale of _____ condemned Government
 property authorized by _____
 _____, dated _____, 19 .

, 19 .	By amount of gross proceeds of sale			000	00
	To disbursements :				
	Auctioneer's fees	00	00		
	Advertising	00	00		
	Inspection	00	00		
	Drayage	00	00		
	To amount to be carried into the Treasury to the credit of	00	00		
		000	00	000	00

I hereby certify that the above statement is true and correct, and represents the actual amount received and expended.

NOTE.—This statement must be accompanied by a complete inventory of the property sold, the amount received for each article or lot, and also with the subvouchers, properly receipted, covering the expenses of sale.

LAW.

"That from the proceeds of sales of old materials, condemned stores, supplies, or other public property of any kind, before being deposited into the Treasury, either as miscellaneous receipts on account of 'proceeds of Government property,' or to the credit of the appropriations to which such proceeds are by law authorized to be made, there may be paid the expenses of such sales, as approved by the accounting officers of the Treasury, so as to require only the net proceeds of such sales to be deposited into the Treasury, either as miscellaneous receipts or to the credit of such appropriations, as the case may be." (Act of June 8, 1896.)

"SEC. 3621. Every person who shall have moneys of the United States in his hands or possession, and disbursing officers having moneys in their possession not required for current expenditure, shall pay the same to the Treasurer, an Assistant Treasurer, or some public depository of the United States, without delay, and in all cases within thirty days of their receipt. And the Treasurer, the Assistant Treasurer, or the public depository shall issue duplicate receipts for the moneys so paid, transmitting forthwith the original to the Secretary of the Treasury, and delivering the duplicate to the depositor: *Provided*, That postal revenues and debts due to the Post-Office Department shall be paid into the Treasury in the manner now required by law." (Act May 28, 1896, section 5.) See sections 1144, 1145, 3672, 5491, 5492, Rev. Stat.; Acts July 5, 1884 (23 Stat., 184), June 30, 1890 (26 Stat., 194).

INSTRUCTIONS.

The expenses of sale payable from the gross proceeds are such as pertain directly to the sale in question, such as auctioneer's fees, cartage to place of sale, cost of inspection if an inspector be hired for that purpose, etc., etc.

In making a deposit of the net proceeds required by law, an explanation should be put on the certificate of deposit, or sent with it, so that it may be determined to what appropriation the money should be covered in. See sections 3618, 3692, Rev. Stat.; Acts of June 22, 1874 (18 Stat., 200), June 23, 1874 (18 Stat., 217), March 3, 1875 (18 Stat., 388), March 3, 1875 (18 Stat., 410), June 18, 1878 (20 Stat., 163), February 14, 1879 (20 Stat., 288), August 5, 1882 (22 Stat., 296), March 3, 1883 (22 Stat., 590), July 13, 1892 (27 Stat., 145, section 7), August 15, 1894 (28 Stat., 313), March 2, 1895 (28 Stat., 908).

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TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington,

To *

Publisher of the

You are hereby authorized to publish the inclosed advertisement for proposals for

in the edition of your paper times,
from the receipt of this order, provided your charges for the same
do not exceed the sworn rates on file or to be filed in this Department, based on the COMMERCIAL RATES CHARGED TO PRIVATE INDIVIDUALS, with the usual discounts.

This letter of authority must accompany your pay voucher when forwarded to the Department, which voucher will be rendered upon Form No. 1262 (a copy inclosed herewith) immediately after the last insertion of the advertisement. The voucher must be receipted in DUPLICATE by the PUBLISHER or PROPRIETOR, or other person authorized to receipt for money in the name of the publishers of the paper,† and must be mailed promptly, accompanied by the letter of authority and a copy of each issue of the paper in which the advertisement appeared, to the Division of Printing and Stationery, Office of the Secretary of the Treasury.

Respectfully,

Assistant Secretary.

*The name of the person, firm, company, or corporation publishing the paper must be written here.
† If the voucher is receipted in the name of a firm, company, or corporation, the name of the person writing the firm, company, or corporation name, as well as the capacity in which he signs, must appear.

INSTRUCTIONS TO PUBLISHERS.

TAKE NOTICE! READ CAREFULLY!

With the view of obviating delays in the adjustment and payment of accounts for official advertising resulting, in many cases, from nonconformity to the law and regulations governing the subject, attention is invited to the following:

WRITTEN AUTHORITY FOR PUBLICATION REQUIRED.

"No advertisement, notice, or proposal, for any Executive Department of the Government, or for any Bureau thereof, or for any office therewith connected, shall be published in any newspaper whatever, except in pursuance of a written authority for such publication from the head of such Department; and no bill for any such advertising, or publication, shall be paid, unless there be presented, with such bill, a copy of such written authority."—Section 3828, Revised Statutes, United States.

The Comptroller of the Treasury has decided that the written authority for the publication of an advertisement, under the above section, must precede such publication. No subsequent approval or authorization can legalize advertising done without such written authority, so as to warrant payment for the same.

ADVERTISING RATES.

"That hereafter all advertisements, notices, proposals for contracts, and all forms of advertising required by law for the several Departments of the Government, may be paid for at a price not to exceed the commercial rate charged to private individuals, with the usual discounts; such rates to be ascertained from the sworn statements to be furnished by the proprietors or publishers of the newspapers proposing so to advertise."—Act June 20, 1878.

Blanks upon which to render the sworn statements required by the above law are furnished by the Department upon application.

These statements will give the size of type used in the advertisements and the line rate for the first and subsequent insertions.

The filing of a statement of rates in another Executive Department can not be construed as a notice to the Treasury Department that rates have been filed. Such statement must be furnished to the Treasury Department accompanied by a copy of the printed card rates charged to private individuals.

The Department insists upon the *line rates*, as they furnish fewer opportunities for mistakes and misunderstandings in the settlement of bills than do rates based upon the square, inch, or folio, and, under the law, rates in excess of the commercial rates charged to private individuals can not be allowed; neither will "special," "local," or "reading" rates be allowed.

Changes in the advertising rates or ownership of newspapers should be promptly reported to the Department.

The particular column or page of the paper in which advertisements appear is left entirely to the option of the publisher.

ADVERTISEMENTS MUST BE SET SOLID.

In auditing bills no allowance will be made for *displayed* or *leaded* advertisements or *prominent headings*. The matter must be set up *solid*, without paragraphing, and should be in the *type specified in the sworn statement of rates on file in the Department*. If other type be used, no allowance will be made for additional space on that account. The number of solid lines only in advertisements, by actual count, will be allowed, and all abbreviations in copy must be strictly followed.

The following is a sample of advertisement set up in accordance with the Department's requirements:

PROPOSALS will be received at Bureau of Supplies and Accounts, Navy Department, Washington, D. C., until 12 o'clock M., December 21, 1897, and then opened, to furnish at Navy Yard, Boston, Mass., a quantity of STEEL WIRE. Blank proposals and other information will be furnished upon application to Navy Pay Office, Boston, Mass. EDWIN STEWART, Paymaster-General, U. S. N.

ADVERTISEMENTS MUST BE IN THE LANGUAGE OF THE PAPER.

Advertisements must appear in the language of the paper in which inserted—i. e., if inserted in a German paper, the advertisement must be in German.

RENDITION OF ACCOUNTS FOR ADVERTISING.

Every voucher for official advertising must be rendered upon the Department's official form, and be accompanied by the letter of authority to publish and a copy of each issue of the paper in which the advertisement appeared.

All accounts for official advertising pertaining to the Treasury Department will be audited in strict conformity to the foregoing provisions, and all amounts charged in excess of those allowable under said provisions will be disallowed.

The permanency of the records of the Treasury Department being of the first importance, no deleble or fugitive inks, pencils, or stamps are permitted to be used in making them up. Therefore all vouchers for advertising must be made out and receipted with durable ink.

EXTENSION OF EMERGENCY APPOINTMENTS.

1905.
Department Circular No. 53.
Division of Appointments.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington, April 14, 1905.

To Officers and Employees of the Treasury Department and others concerned:

The attention of the nominating officers in and under the Treasury Department is called to the appended copy of a communication from the United States Civil Service Commission under date of April 8, 1905, authorizing the extension of emergency appointments in the public service under its jurisdiction without previous or other authority from the Civil Service Commission.

LESLIE M. SHAW,

Secretary.

UNITED STATES CIVIL SERVICE COMMISSION,

Washington, D. C., April 8, 1905.

SIR: The Commission has the honor to invite your attention to the second clause of its minutes of the 4th instant, which reads as follows:

"*Emergency Appointments, Section 1 of Rule VIII.*—In order to more satisfactorily meet the variable conditions in the Departments and services, general authority, to constitute the required 'prior written approval,' will be given for all necessary cases of extension of emergency appointments beyond thirty days from the time they are made, but not to continue more than thirty days from the time of receipt of certification by the proper nominating officer; unless, for any reason, the requisition or certification should fail to result in an appointment, and a further requisition should be made within that time, in which case the appointment may be extended, subject to the same conditions as when originally made; except that where the vacancy may exist, or the appointee may reside, beyond the bounds of the States, the period within which the appointee should report may be extended to three months, without further authority.

"All appointments under the above conditions shall, as now required, be reported to the Commission as soon as made; and, further, shall terminate at the earliest possible moment within the periods above indicated, upon which the appointee can report for duty."

As stated in the minute, the Commission's purpose is to provide more expeditiously for those conditions under which as a class, it was contemplated by the rule that emergency appointments might properly be extended beyond thirty days, upon advance individual authority; and, at the same time, to preserve the originally established limitation of thirty days within which to make appointment upon certification, with the one exception, where the vacancy may exist, or the appointee may reside, beyond the bounds of the States.

It is the desire of the Commission that it may have the full cooperation of your office, and that such instructions may be given the various nominating officers as will insure the permanent filling of vacancies within thirty days after receipt of certification by them, or renewal of the requisition within that time, in case of failure of appointment, except where the vacancy exists, or the appointee resides, beyond the bounds of the States.

If known at the time of requesting certification, the report of the temporary appointment may be made on the same form, or separately if preferred, as will be necessary where the appointment is not made until later.

When unable to supply eligibles at once upon certification, your office will be notified of that fact, and as definitely as practicable when eligibles will be available; but no authority for temporary appointment will be issued as heretofore, the reporting of the appointment when made constituting the only action required.

Respectfully,

Hon. SECRETARY OF THE TREASURY.

ALFORD W. COOLEY,
Acting President.

CIVIL SERVICE EXAMINATIONS—GOVERNMENT OFFICERS OR EMPLOYEES NOT TO INSTRUCT OR BE
CONCERNED IN THE INSTRUCTION OF CANDIDATES.

1905.
Department Circular No. 107.
Division of Appointments.

TREASURY DEPARTMENT,
OFFICE OF THE SECRETARY,

Washington, October 21, 1905.

To Officers, Clerks, and Employees, Treasury Department:

The following Executive order, dated October 13, 1905, is published for your information and guidance:

LESLIE M. SHAW,
Secretary.

EXECUTIVE ORDER.

No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons with a view to their special preparation for the examinations of the United States Civil Service Commission.

The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *October 13, 1905.*

SOLICITING INCREASE OF PAY OR INFLUENCING LEGISLATION BY EMPLOYEES OF THE TREASURY
DEPARTMENT.

TREASURY DEPARTMENT,

1906.
Department Circular No. 11.
Division of Appointments.

OFFICE OF THE SECRETARY,

Washington, January 29, 1906.

To Officers and Employees of the Treasury Department and others concerned:

The following Executive order, dated January 25, 1906, amending Executive order of January 31, 1902, is published for the information and guidance of all concerned.

A strict compliance therewith is expected and will be enforced.

LESLIE M. SHAW,
Secretary.

EXECUTIVE ORDER.

The Executive order of January 31, 1902, is hereby amended by adding "or independent Government establishments," after the words "Departments" in the third and ninth lines.

As amended the order will read as follows:

All officers and employees of the United States of every description, serving in or under any of the Executive Departments or independent Government establishments, and whether so serving in or out of Washington, are hereby forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest by other legislation whatever, either before Congress or its Committees, or in any way save through the heads of the Departments or independent Government establishments in or under which they serve, on penalty of dismissal from the Government service.

THEODORE ROOSEVELT.

THE WHITE HOUSE, January 25, 1906.

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

TEASURY DEPARTMENT

OFFICE OF THE COMPTROLLER

WASHINGTON, D. C.

THE FOLLOWING IS A SUMMARY OF THE
REVENUES RECEIVED BY THE
UNITED STATES DEPARTMENT OF THE INTERIOR
FOR THE YEAR ENDING DECEMBER 31, 1900.

REVENUES RECEIVED

For the year ending December 31, 1900, the
total amount received by the
United States Department of the Interior
was \$1,000,000.00. This amount
was derived from the following sources:

Source	Amount
Land Sales	\$500,000.00
Mineral Rights	\$300,000.00
Water Rights	\$100,000.00
Other	\$100,000.00

CLASSIFICATION, STATUS, APPOINTMENT, AND DUTIES WHICH LEGALLY MAY BE PERFORMED BY CLASSIFIED
AND UNCLASSIFIED LABORERS IN THE EMPLOYMENT OF THE GOVERNMENT.

1906.
Department Circular No. 27.
Division of Appointments.

TREASURY DEPARTMENT,
OFFICE OF THE SECRETARY,

Washington, March 3, 1906.

To Principal Officers in and under the Treasury Department and others concerned:

The Executive order of February 24, 1906, appended hereto, relative to the employment of, and the duties which may legally be performed by, classified and unclassified laborers, is published for the information and guidance of all concerned, and a strict compliance with its provisions is expected and will be required. All principal officers in charge of bureaus and offices outside of Washington will, in compliance with this circular, forward at once to the Department a statement showing the name and duties of each laborer in the Service under his control, stating specifically the kind of labor performed.

LESLIE M. SHAW,
Secretary.

EXECUTIVE ORDER.

No person shall hereafter be appointed to the position of laborer except upon certification under the civil service rules, if the position requires, in connection with the usual duties of mere laborer, the performance of work of the grade done by classified employees. No person who is to perform manual labor merely, in cities where the labor regulations are in force, shall be appointed without the approval of the Board of Labor Employment, subject to the supervision of the Civil Service Commission.

Laborers now employed in such cities whose principal duties are of the grade performed by classified employees, and who are efficiently and satisfactorily performing such duties, may, subject to the approval of the Civil Service Commission, be regarded as classified upon such approval. No laborer thus classified shall receive increase of pay or be promoted or transferred without examination by the Commission.

Heads of Departments shall report to the Commission the name and duties of each laborer in the offices affected by this order, stating specifically the kind of labor performed, whether his services have been efficient and satisfactory, and, where the laborer is assigned to more than one kind of work, approximately the length of time assigned to classified and unclassified work daily.

THEODORE ROOSEVELT.

THE WHITE HOUSE, February 24, 1906.

PROPOSED NEW BLANK FORMS AND MATERIAL CHANGES IN OLD FORMS TO BE SUBMITTED TO THE
SECRETARY OF THE TREASURY FOR APPROVAL.

1906.

Department Circular No. 33.

Division of Printing and Stationery.

TREASURY DEPARTMENT,

OFFICE OF THE SECRETARY,

Washington, March 30, 1906.

To Administrative Officers of the Treasury Department:

Hereafter whenever a chief of any bureau or office, or other administrative officer of the Department, deems it desirable, in the interest of better methods, to introduce a new form or make a material change in an old one intended to be used in connection with the business of his particular service, such new form or modified old form shall be submitted to the Secretary for his consideration and approval before requisition is made for the printing of the same.

A brief statement of the reason or reasons for such change of method or practice must, in each case, accompany the submitted form.

LESLIE M. SHAW,

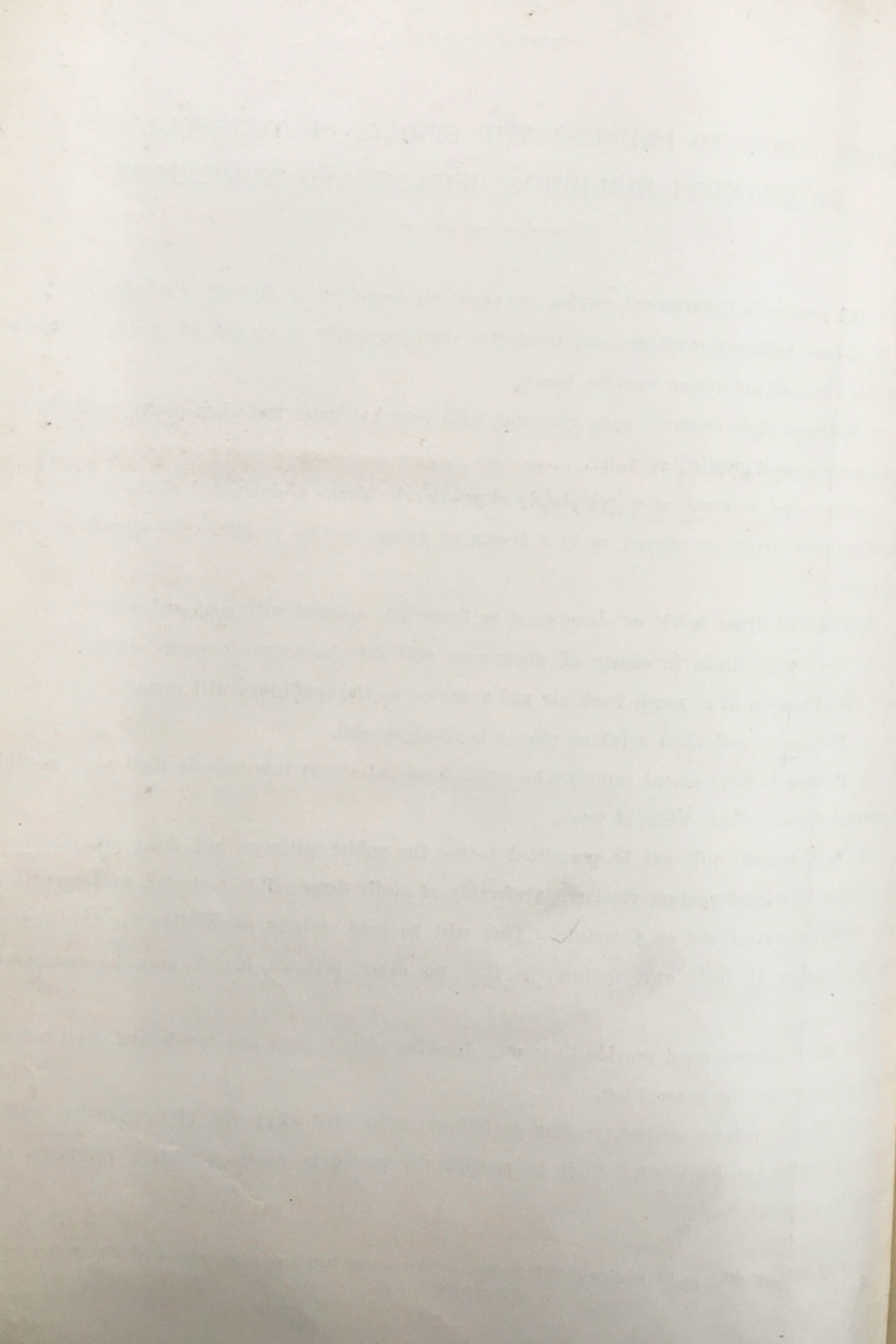
Secretary.

THE TREASURY DEPARTMENT

2

REGULATIONS TO PREVENT THE SPREAD OF TUBERCULOSIS IN GOVERNMENT BUILDINGS, OFFICES, AND WORKSHOPS.

1. All persons in Government employ are positively forbidden to spit upon the floors.
2. Rooms, hallways, corridors, and lavatories shall be freely aired and effectually cleaned at least once a day and not during working hours.
3. Spittoons shall receive a daily cleansing with very hot water and when placed ready for use must contain a small quantity of water.
4. Dust must be removed as completely as possible by means of dampened cloths or mops. It should never be needlessly stirred up by a broom or duster, as this practice only spreads the dust and germs.
5. Floors of tiling, brick, or stone must be frequently scoured with soap and water.
6. The senior clerks in charge of workrooms will take measures to secure during working hours the admission of as much fresh air and sunshine as the conditions will permit.
7. The use of individual drinking glasses is recommended.
8. Persons in Government employ who suffer from pulmonary tuberculosis shall when possible be separated from others while at work.
9. Such persons will not be permitted to use the public spittoons, but must provide themselves with individual sputum receivers, preferably of easily destructible material, and carry these with them on arrival and on departure. They will be held strictly responsible for the disposal and destruction of their own sputum, so that no other person's health may be endangered therefrom.
10. Such persons must provide their own drinking glasses, soap, and towels, and shall not use those provided for the general use.
11. Plainly printed notices, reading as follows: "DO NOT SPIT ON THE FLOOR; TO DO SO MAY SPREAD DISEASE," shall be prominently posted in rooms, hallways, corridors, and lavatories of public buildings.





TREASURY DEPARTMENT,

BUREAU OF THE MINT,

Washington, May 10, 1906.

Superintendent, U. S. Mint,
Denver, Colorado.

Sr:

I forward you by to-day's mail a supply of form No. 1, "Prevention of Tuberculosis among Government Employees", and form No. 2, "Regulations to Prevent the Spread of Tuberculosis in Government Buildings, Offices and Workshops", prepared by a committee created by executive order of December 7, 1905.

I will thank you to acknowledge the receipt of the same. You will please take care to see that the regulations are observed at your institution.

Respectfully,

Director of the Mint.

P. S. The printed notices referred to in paragraph 11, form No. 2, were mailed to you some days since.

TREASURY DEPARTMENT,

BUREAU OF THE MINT,

Washington, May 10, 1903.

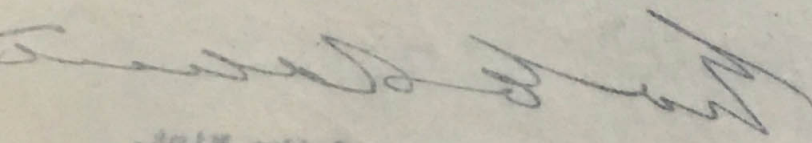
Superintendent, U. S. Mint,
Denver, Colorado.

Sir:

I forward you by to-day's mail a supply of
Form No. 1, "Prevention of Tuberculosis among
Government Employees", and Form No. 2, "Regula-
tions to Prevent the Spread of Tuberculosis in
Government Buildings, Offices and Workshops",
prepared by a committee created by executive
order of December 7, 1902.

I will thank you to acknowledge the receipt
of the same. You will please take care to see
that the regulations are observed at your insti-
tution.

Respectfully,


Director of the Mint.

P. S. The printed notices referred to in paragraph 11
Form No. 2, were mailed to you some days since.

METHOD OF RENDERING AND STATING ACCOUNTS.

1906.

Department Circular No. 46.

TREASURY DEPARTMENT,

OFFICE OF COMPTROLLER OF THE TREASURY,

Washington, May 24, 1906.

*To the Auditors of the Treasury Department
and Disbursing and Collecting Officers of the United States:*

There is at present a diversity of methods in rendering and stating accounts of disbursing and collecting officers of the Government which does not appear to be logical or businesslike. Being convinced that it is desirable to have the entire accounts of such Government agents for any particular period rendered and stated at one time and in one settlement without regard to the number of appropriations or headings of account involved, therefore, under authority conferred by section 5 of the act of July 31, 1894 (28 Stat., 206), it is hereby ordered that--

All accounts of disbursing and collecting agents of the Government for periods after June 30, 1906, shall be rendered and stated in one consolidated account and settlement, without regard to the number of appropriations or headings involved.

With this end in view, the proper administrative officers and the several auditors, under whom accounts are being rendered and stated in any other manner, are requested to prepare and submit at their earliest convenience for the approval of the Comptroller and Secretary of the Treasury suitable forms modeled after those appearing with and made a part of this circular.

Nothing in this circular shall be construed as a repeal or modification of the provisions of Treasury Department Circulars Nos. 197 and 206 of December 1, 1898, and December 23, 1898, respectively. (5 Comp. Dec., 988, 990.)

The accounting officers of the Treasury Department are charged with the execution of this circular.

R. J. TRACEWELL,

Comptroller of the Treasury.

APPROVED:

LESLIE M. SHAW,

Secretary of the Treasury.

FORM OF ACCOUNT CURRENT RENDERED

DEPARTMENT OF
THE UNITED STATES in account current with *A. Zappone, Disbursing Clerk, Department*

DEBITS.	Salaries Secretary's Office, 1906.		Salaries Secretary's Office, 1907.		Library, 1906.		Library, 1907.	
To disbursements as shown by abstract and vouchers herewith..	500	00	2,000	00				
To deposits to the credit of the Treasurer of the United States:								
Cert. No.1.... dated..... <i>July 5</i>, 1906	500	00					2,000	00
" "2...., " <i>Aug. 1</i>, 1906								
" "3...., " <i>Sept. 30</i>, 1906								
To corrections on account of:								
<i>Erroneous balance carried in last account</i>					500	00		
Balance now due the United States.....			1,000	00				
Total,	1,000	00	3,000	00	500	00	3,000	00

CREDITS.	Salaries Secretary's Office, 1906.		Salaries Secretary's Office, 1907.		Library, 1906.		Library, 1907.	
By balance due the United States from last account.....	1,000	00						
By advances:								
Warrant No.1...., dated..... <i>July 1</i>, 1906			1,000	00			1,000	00
" "2...., " <i>Aug. 1</i>, 1906			1,000	00			1,000	00
" "3...., " <i>Sept. 1</i>, 1906			1,000	00			1,000	00
By net receipts of auction sale, <i>July 31, 1906</i>								
By corrections on account of:								
<i>Disallowances conceded</i>					500	00		
Total,	1,000	00	3,000	00	500	00	3,000	00

APPROVED (for sheets):

.....
Secretary of Agriculture.

TREASURY DEPARTMENT,
Office of the Auditor for the State and Other Departments.
Form approved by the Comptroller of the
Treasury, 1906.

CERTIFICATE No. 2.

AUDITOR'S COMBINED STATEMENT OF

A. Zappone, Disbursing Clerk, Department of Agriculture, in account current with the United States from

DEBITS.	Salaries Secretary's Office, 1906.		Salaries Secretary's Office, 1907.		Library, 1906.		Library, 1907.	
To balance due the United States per Cert. No. 1, dated <i>July 30, 1906</i>	1,000	00			500	00		
To advances:								
Warrant No.1...., dated..... <i>July 1</i>, 1906			1,000	00			1,000	00
" "2...., dated..... <i>Aug. 1</i>, 1906			1,000	00			1,000	00
" "3...., dated..... <i>Sept. 1</i>, 1906			1,000	00			1,000	00
To receipts from auction sale.....								
Total,	1,000	00	3,000	00	500	00	3,000	00

CREDITS.	Salaries Secretary's Office, 1906.		Salaries Secretary's Office, 1907.		Library, 1906.		Library, 1907.	
By disbursements.....	500	00	2,000	00			2,000	00
By deposits:								
Warrant No.1...., dated..... <i>July 5</i>, 1906	500	00						
" "2...., dated..... <i>Aug. 1</i>, 1906								
" "3...., dated..... <i>Sept. 30</i>, 1906								
Balance now due the United States.....			1,000	00	500	00	1,000	00
Total,	1,000	00	3,000	00	500	00	3,000	00

I CERTIFY that I have examined and settled the account of *A. Zappone, Disbursing Clerk, Department of Agriculture*, the United States of two thousand and five hundred dollars, under the several appropriations and headings of account as
To the Secretary of the Treasury.

Entered in Ledger No., page, date, 190 ..

NOTE.—The above are hypothetical accounts. It is assumed that the Disbursing Clerk entered upon his duties May 1, 1906, under an printed in italics, as well as the spaces for entries, should be left blank in a form.

BY A DISBURSING OR COLLECTING OFFICER.

AGRICULTURE.

of Agriculture, from July 1 to September 30, 1906, under bond dated May 1, 1906.

Contingent Ex- penses, 1906.		Contingent Ex- penses, 1907.		Miscellaneous Receipts.		Total.	
		500	00			5,000	00
						500	00
				500	00	500	00
						500	00
500	00					500	00
		500	00			2,500	00
500	00	1,000	00			9,500	00
500	00					1,500	00
						2,000	00
		1,000	00			3,000	00
						2,000	00
				500	00	500	00
						500	00
500	00	1,000	00			9,500	00

WASHINGTON, D. C.,
Date....., 1906.
I CERTIFY that the above is a
full, true, and correct account
(in.... sheets) of all moneys com-
ing into my possession on ac-
count of the United States dur-
ing the period stated. The bal-
ance due the United States of
\$2,500.00 is held, as follows:

DEPOSITED.		LESS OUTSTANDING CHECKS.		NET BALANCES.	
At New York.....	\$1,500.00		\$500.00		\$1,000.00
" Washington.....	700.00		200.00		500.00
" Chicago.....	1,500.00		500.00		1,000.00
In office safe (cash).....					
Otherwise kept (manner and authority for so keeping).....					
Total,				2,500.00	

Disbursing Clerk,
Dept. of Agriculture.

ACCOUNT AND CERTIFICATE OF SETTLEMENT.

May 1, 1906, to September 30, 1906, under bond dated May 1, 1906. Account for quarter ended September 30, 1906.

Contingent Ex- penses, 1906.		Contingent Ex- penses, 1907.		Miscellaneous Receipts.		Total.	
						1,500	00
						2,000	00
						3,000	00
		1,000	00			2,000	00
						500	00
				500	00	9,000	00
		1,000	00				
						5,000	00
		500	00			500	00
				500	00	500	00
						500	00
						2,500	00
		500	00			9,000	00
		1,000	00				

TREASURY DEPARTMENT,
OFFICE OF THE AUDITOR FOR THE STATE AND OTHER DEPARTMENTS,
WASHINGTON, October 30, 1906.

with the United States from May 1 to September 30, 1906, under his official bond dated May 1, 1906, and find a balance due
stated above.

Auditor.

COLLECTING OFFICE

RECEIVED

STATE OF NEW YORK

IN SENATE

JANUARY 1, 1900

REPORT

OF THE

COMMISSIONER OF THE LAND OFFICE

FOR THE YEAR 1899

ALBANY:

JOHN B. LEECH, PRINTERS

1900

100

100

100

100

FORBIDDING COLLECTORS OF CUSTOMS, ASSISTANT TREASURERS, OR OTHER SUPERVISING OFFICERS
FROM ACCEPTING ON TRIAL ADDING MACHINES OR OTHER MECHANICAL DEVICES.

1906.
Department Circular No. 81.
Division of Appointments.

TREASURY DEPARTMENT,
OFFICE OF THE SECRETARY,

Washington, August 24, 1906.

To Collectors and other Officers of the Customs, Assistant Treasurers, and others concerned:

1. The Department has been a good deal annoyed of late by requests from Collectors of Customs and others for authority to purchase expensive mechanical devices, such as adding and computing machines, and new forms of typewriting machines that have been placed in their offices for trial by sales agents.

2. This practice, which has never met with the approval of the Department, has grown to such proportions that it is deemed best to require that it shall be discontinued altogether.

3. It is therefore hereby directed that hereafter no typewriting, adding, or computing machines, or other mechanical devices shall be taken on trial by any Collector or Principal Officer of the Customs, Assistant Treasurer, or other Supervising Officers of this Department, without the consent of the Department therefor being first obtained.

LESLIE M. SHAW,
Secretary.

Chap. 282.-- An Act relative to recognizances, stipulations
bonds, and undertakings, and to allow certain cor-
porations to be accepted as surety thereon.

(August 13, 1894. 28 Stat. L., 279.)

* * * * *

But no officer or person having the approval of any bond
shall exact that it shall be furnished by a guarantee company or
by any particular guarantee company.

corrections to be accepted as surely thereon.

(August 12, 1894. SS 2647. I., 279.)

and that it shall be furnished by a guarantee company or

King
Iron & Coins.
Blanks & Stationery

2. 6.

1.

20.

Coins (Redemption)
Coins (Disbursement)
Confidential Letters

3. 35. 39.

5

18.

Disbursing Agh.

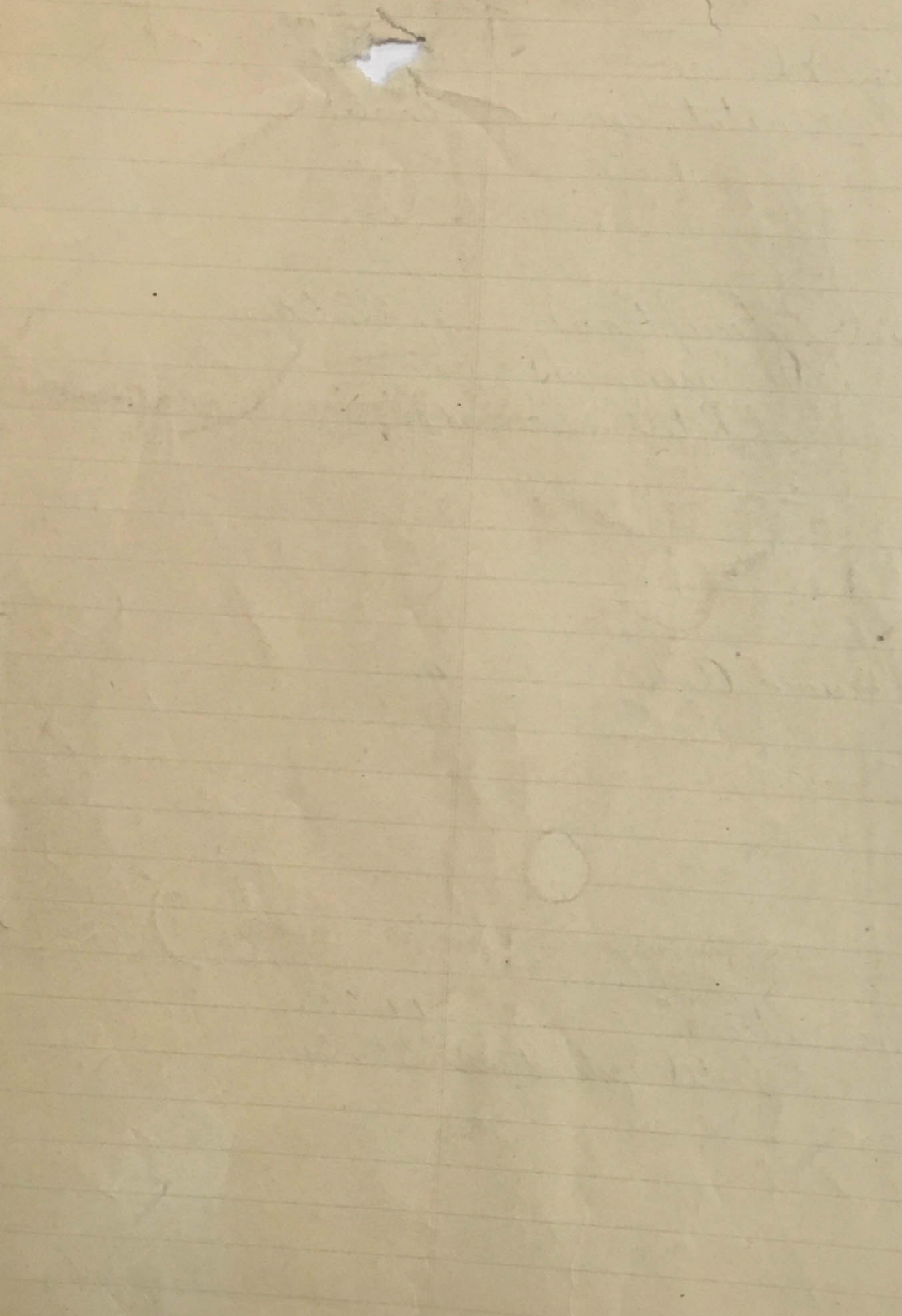
9.

Appropriations.

11. 27.

Appointments (Instructions)

32. 34.



Estimates

33.

Furniture

15.

Furnishing Information &c

19.

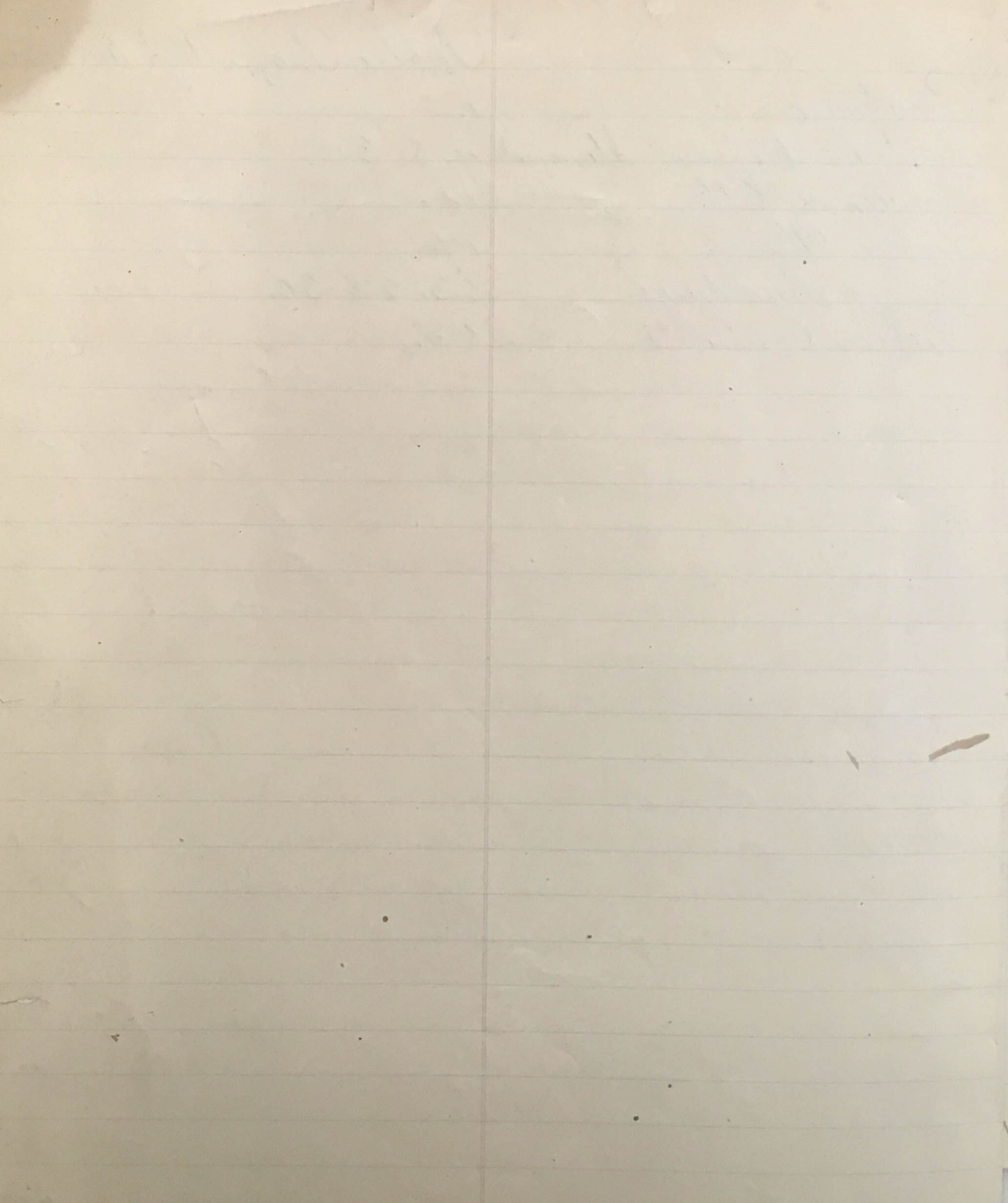
Freight Shipment

26.

Inks.	16.
Information for Treas. Register	22

Public Property (Sales &c)

Postage	4
Postage (Official Stamps)	7. 8. 31
Powers of Atty.	14.
Public Money	17.
Public Buildings	23. 28. 30.
Public Contracts	25.



Services & Supplies

38.

Telegraphing
Traveling Expenses

10. 24. 29. 40.
12. 37.

